

WEEKLY TRANSMITTAL STATEMENT

18 V.S.A. § 5010: The town clerk of each town shall each week transmit to the State Registrar copies, duly certified, of each marriage certificate filed in the town in the preceding week.

Town/City of _____ Clerk's Signature _____ Date _____

Instructions: Enclose this statement with remittance of true copies (produced on 4-hole paper, signed, dated, embossed) of marriage records filed in your office the preceding week. **DO NOT FOLD CERTIFICATES.**

Indicate the number of civil marriage records enclosed: _____

Mail to: Vermont Department of Health
Vital Records
108 Cherry Street, P.O. Box 70
Burlington, VT 05402-0070

Questions? Please call or email:
1-800-439-5008 or 863-7275
vitalrecords@vermont.gov

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REQUEST FOR SUPPLIES: (indicate number requested next to supplies needed)

_____ Large Postage Paid Envelopes (9x12)
Envelopes used to send marriage records and Weekly Transmittal Statement to Vital Records.

_____ Small Postage Paid Envelopes (#10 size)

_____ Official Copy Paper: 8 1/2 X 8
4-hole paper used to copy marriage certificates, and to print file copies of birth certificates.

_____ Official Copy paper: 8 1/2 x 11
4-hole paper used to print file copies of death certificates and burial transit permits.

_____ Burial Transit Permits
To be issued by town clerk or deputy registrar when a death certificate or completed Preliminary Report of Death (PROD) is presented for the need to move/dispose of a body.

_____ Weekly Transmittal Statements
Used to submit marriage certificates to Vital Records each week, and to order supplies.

_____ Application for Vermont License of Civil Marriage (DH-PHS-MARAPP-2019)
For applicants to fill out before purchasing a marriage license.

_____ License and Certificate of Civil Marriage (DH-PHS-MARLIC-2019)
Pre-printed form for use with typewriter or software application designed for the pre-printed form.

_____ Blank, perforated 4-hole paper
Blank paper to use when printing the electronic marriage license from fillable PDF.

_____ "Getting Married in Vermont"
A summary of Vermont marriage laws. Please provide to applicants when issuing a marriage license.

_____ "Guidelines for Officiants"
Instruction for officiants regarding the proper completion of the marriage certificate.

*** Engraved Certificate Paper: Requests for engraved paper must be submitted electronically using Vital Records Ordering Template. Contact vitalrecords@vermont.gov. Towns are billed .10 per sheet.**