

**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](mailto:vitalrecords@vermont.gov). Towns are billed .10 per sheet.**