



Rhode Island Vital Events Registration System (RIVERS)

Frequently Asked Questions for City/Town Users

Marriage Module

March 31, 2022

What is the marriage module go-live date and time?

This module is scheduled to go live on March 31, 2022, at 1 p.m. All users will be required to enter data electronically. RIVERS is a real-time web-based system that meets the long-term needs of our state by improving all the processes related to collecting, registering, amending, and issuing marriage certificates.

Will paper records be accepted?

The State of Rhode Island is requiring the adoption and use of RIVERS for marriage registration and reporting when the system goes live on March 31, 2022. In the event of an emergency that prevents you from registering a marriage record electronically, RIDOH will accept paper records until **April 30, 2022**. Beginning **May 1, 2022**, RIDOH will no longer accept paper records.

What if the witness or officiant information is illegible?

You need to contact the applicants for clarification.

What information will we need to upload into the RIVERS system?

- Marriage worksheet
- Guardianship documentation (if applicable)
- Proxy information (if applicable)
- Returned, signed marriage license

What if the officiant does not provide the ceremony type or denomination information?

You need to contact the applicants or the officiant for clarification.

What if the applicants return the license unsigned?

You need to contact the applicants so they can have the necessary parties sign the license.

Can we register a marriage outside of the expiration date?

Yes, provided that the ceremony took place during the issuance date and expiration date on the license. This will be considered a late filing. After 365 days, the record will be removed from the city or town queue and the marriage must then be filed with the State.

Can we reissue (reprint) a marriage license?

Yes, you can reprint a marriage license.

Can we edit a marriage license before is released?

If you need to make changes to a record after it has been certified, the record can be de-certified if it has not yet been released. Once it has been de-certified, it will be available to make the appropriate changes and re-certified. If the record has been released and requires corrections, please have the applicants contact the Center for Vital Records.

Once we release the record are we able print certified copies?

After the record has been released, certified copies may be obtained at any city/town in Rhode Island either in person or by mail. Customer may also obtain certified copies from the Center for Vital Records.

Will we be able to print any marriage certificates from Rhode Island even if they were married in our town like we can do for death certificates?

Yes, only for marriage records that are electronic records.

Do we have to keep the marriage license worksheet?

Yes, please follow the Records Retention Schedule LG1 Municipal Clerk Records amended in April 2017. You must retain the record for three years then shred it.

Do we return the signed marriage license to the State Center for Vital Records?

Yes, please return the original marriage license to the State Center for Vital Records until the retention schedule is amended.

What happens if the officiant enters a village instead of the official city/town name?

Village names are not acceptable on marriages certificates because villages can include multiple cities and towns. The official city/town name must be used. You can either contact applicants or the officiant for clarification or look up the address in the Tax Assessor Report.