



MARRIAGE/STATE REGISTERED DOMESTIC PARTNERSHIP PROCESS CHECKLIST

Intended spouse/State Registered Domestic Partner name: _____

Name: _____ DOC #: _____

Date completed

1. **Intended Spouse/State Registered Domestic Partner** submits completed DOC 20-213 Marriage/State Registered Domestic Partnership Application for Intended Spouse/State Registered Domestic Partner to the case manager with: _____
 - A copy of photo identification
 - Certified copy of birth certificate
 - Certified copies of divorce/dissolution decrees for all prior marriages/state registered domestic partnerships, as applicable
 - If rings will be exchanged, ensure the incarcerated individual's ring is obtained through Union Supply.
2. **Incarcerated Individual** submits completed DOC 20-214 Marriage/State Registered Domestic Partnership Application to the case manager with certified copies of: _____
 - The individual's birth certificate, and
 - Divorce/dissolution decrees for all prior marriages/state registered domestic partnerships.
3. **Case Manager** reviews all documents to determine legal eligibility of the incarcerated individual and the intended spouse to marry or enter into a state registered domestic partnership and forwards to the Facility Risk Management Team (FRMT) for review. _____
4. **FRMT** determines whether the application process should continue. _____
 - If denied – Forward to Correctional Unit Supervisor (CUS) who will notify the incarcerated individual and intended spouse/state registered domestic partner in writing.
 - If approved – The Department will notify the incarcerated individual.
5. **Incarcerated individual** signs DOC 20-215 Marriage/State Registered Domestic Partnership Approval for Release of Information and submits it to the case manager. _____
6. **Case Manager** provides written information (i.e., incarcerated individuals' criminal history, current offense, sentence timeline, and vendor information to purchase a wedding ring) to the intended spouse/state registered domestic partner. _____
7. **Officiating Clergy/Certified Professional Counselor** provides counseling per DOC 20-444 Marriage/State Registered Domestic Partnership Counseling, completes the form, and submits it to the case manager. _____
8. **Intended Spouse/State Registered Domestic Partner AND Incarcerated Individual** signs DOC 20-215 Marriage/State Registered Domestic Partnership Approval for Release of Information indicating receipt of criminal history information and desire to marry, and returns it to the case manager. _____
9. **CUS** sends to Superintendent: _____
 - DOC 20-218 Marriage/State Registered Domestic Partnership Approval Routing
 - DOC 20-213 Marriage/State Registered Domestic Partnership Application for Intended Spouse/State Registered Domestic Partner Use
 - DOC 20-214 Marriage/State Registered Domestic Partnership Application for Offender Use
 - DOC 20-215 Marriage/State Registered Domestic Partnership Approval for Release of Information

10. **Superintendent/designee AND Incarcerated Individual** meet to discuss the marriage/state registered domestic partnership process. _____
11. **Intended Spouse/State Registered Domestic Partner** sends the license to the incarcerated individual. _____
12. **Incarcerated Individual** signs the license in front of a notary public. _____
13. **Incarcerated Individual** sends the license to the intended spouse/state registered domestic partner. _____
14. **Intended Spouse/State Registered Domestic Partner** obtains the license. _____
15. **Records** runs NCIC and clear any outside officiant performing the ceremony. _____
16. **Officiant** submits to the Superintendent: _____
 - For a religious ceremony - A certified document verifying officiant's authority to perform the ceremony as recognized by the incarcerated individual's religious or faith-based organization, along with a current letter of appointment or a letter stating the officiant is in good standing from the ordaining body or religious authority.

OR

 - For a civil ceremony - The officiant's letter of appointment or oath of office.

AND

 - A list of all items that will be brought to the Prison the day of the ceremony.
17. **Intended Spouse/State Registered Domestic Partner AND Incarcerated Individual** reads and signs DOC 20-219 Acknowledgment of DOC 590.200 Offender Marriages and State Registered Domestic Partnerships then submits it to the case manager. _____
18. **Superintendent/designee** approves any items brought into the Prison by the officiant. _____
19. **Intended Spouse/State Registered Domestic Partner OR Incarcerated Individual** submits names of 6 visitors already on the visitor list or approved for a special visit to attend the ceremony. _____
20. **Case manager** may approve 6 visitors to attend the ceremony. Children of the incarcerated individual and/or intended spouse/state registered domestic partner may be approved in addition to the 6 visitors. One incarcerated individual may attend with Superintendent/designee approval. _____
21. **Religious Coordinator** completes the Authorized Marriage/State Registered Domestic Partnership Report section of DOC 20-218 Marriage/State Registered Domestic Partnership Approval Routing after the ceremony is complete and forwards to the Superintendent/designee. _____
22. **Superintendent/designee** signs the Authorized Marriage/State Registered Domestic Partnership Report section of DOC 20-218 Marriage/State Registered Domestic Partnership Approval Routing after the ceremony is complete, attaches a copy of the certificate and/or license, and sends to Records. _____
23. **Records** will place the completed packet and this checklist in the incarcerated individual's central file. _____
 - Notify the case manager that the process has been completed.
 - Scan into the electronic imaging system.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Imaging System **COPY** - Case manager