



NOTARY FORCE

MOBILE & ONLINE NOTARY · WEDDING OFFICIANT

Congratulations on Your Marriage!

Thank you for choosing **Notary Force** to officiate your marriage. We are honored to be part of your special day and wish you all the best in your journey together.

You have taken an exciting step forward – now just a few tasks remain to make everything official. Follow these steps to make the transition as smooth as possible.

Returning Your Marriage License and Certificate of Marriage

1. Where It Goes

Your signed marriage license and certificate of marriage must be returned to the **County Clerk's Office in the county where the license was originally issued**. For example, if it was issued in Knox County, it must be returned to a County Clerk's office in Knox County.

2. When It Is Returned

By law, the signed license must be returned **within three (3) business days after the ceremony**.

3. What Happens Next

Once the County Clerk's office records your marriage, they will provide your **official marriage certificate** – a beautiful keepsake, and your legal proof of marriage, used for everything in the next section.

Changing Your Name (If Applicable)

If you have decided to change your name, follow these steps in order – each one builds on the one before it.

1. Obtain Certified Copies

Request **certified copies** of your marriage certificate from the County Clerk's Office. Certified copies are required for official name changes, so consider getting several to use with various agencies. Certified copies carry a **small fee that varies by county** – often around \$5 per copy at the County Clerk's office, or \$15 through Tennessee Vital Records.

2. Update Your Social Security Card

Do this step **first** – later steps depend on it. Complete **Form SS-5** (Application for a Social Security Card) with the Social Security Administration. You can **start the application online at ssa.gov** and then finish it in person, bringing your documents with you within 45 days. You will need:

- A certified copy of your marriage certificate.
- Your current Social Security card.
- A valid government-issued photo ID (for example, a driver's license or passport).
- Your completed Form SS-5.

Changing Your Name (continued)

3. Update Your Driver's License

After your Social Security record is updated, visit a **Tennessee Driver Services Center in person** to change the name on your license. Social Security comes first because Tennessee verifies your new name against Social Security records. Bring:

- Your current driver's license or state-issued ID.
- Your **certified (registered, post-ceremony) marriage certificate** – the license you received before the ceremony is not accepted on its own.

A small duplicate-license fee applies (about \$8). Tennessee law asks drivers to notify the Department of Safety **within 10 days** of a name change, so it is best not to delay this step.

4. Update Other Records

Notify the other places that hold your name, including:

- Banks and financial institutions
- Insurance providers
- Employers and payroll departments
- Utility companies
- Passport office (if applicable)
- Memberships, subscriptions, and professional organizations

Tips

- **Keep your certified marriage certificate safe and secure** – you will need it again in the future.
- **Make a checklist** of every institution where your name needs to be updated, and work through it systematically.
- **Expect a mix of methods:** some organizations let you update your name online, while others require a visit in person.

Questions?

If you have any questions or need further guidance, please do not hesitate to reach out. Wishing you both a lifetime of love, happiness, and adventure!

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