

Marriage License

Branch User Guide

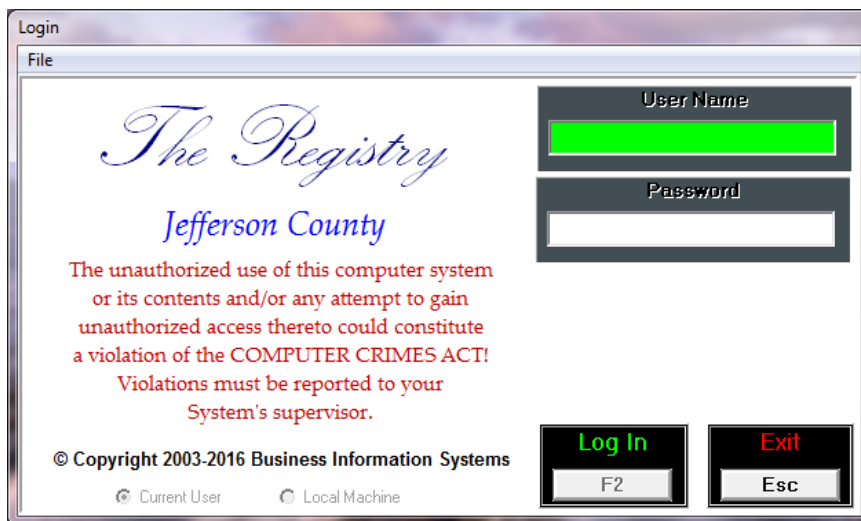
For VITALS PRICING

Marriage Vital Pricing is used as the beginning step for Marriage License.

Double click on the screen shot below.



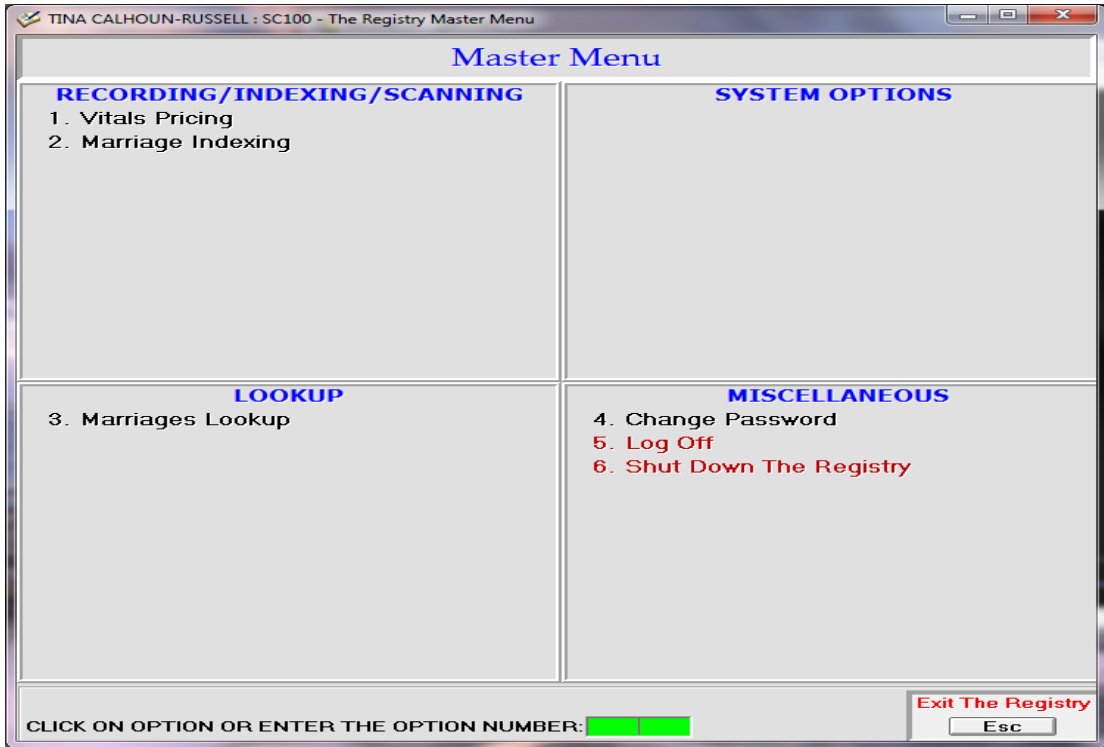
Sign on with your user id and password. See screen shot below.

A screenshot of a Windows-style login window titled 'Login'. The window has a 'File' menu bar. The main content area features the 'The Registry' logo in a large, blue, cursive font, with 'Jefferson County' in a smaller, blue, serif font below it. A red warning message reads: 'The unauthorized use of this computer system or its contents and/or any attempt to gain unauthorized access thereto could constitute a violation of the COMPUTER CRIMES ACT! Violations must be reported to your System's supervisor.' Below this is the copyright notice '© Copyright 2003-2016 Business Information Systems'. At the bottom left, there are radio buttons for 'Current User' and 'Local Machine'. On the right side, there are two input fields: 'User Name' (with a green highlight) and 'Password'. At the bottom right, there are two buttons: 'Log In' (with 'F2' below it) and 'Exit' (with 'Esc' below it).

Enter user id and password.

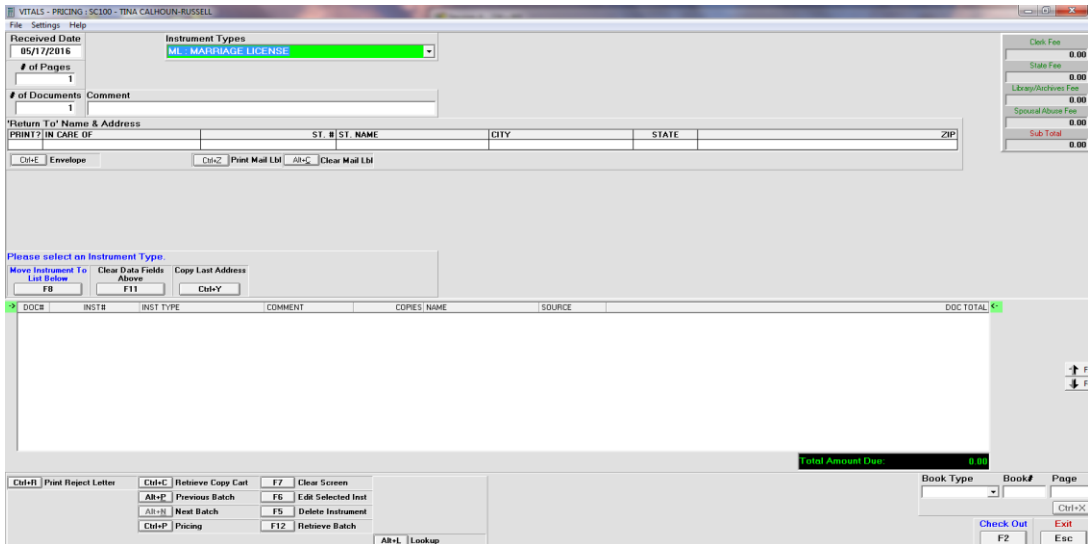
Hit enter or F2 or Click on the log in button.

The below screen will come up after you have logged in.



From the screen shot above, you will either click on the option number or key in the number and hit enter to take you to the next screen.

The screen shot below is called Vitals Pricing and is the screen that will appear after selecting Vitals Pricing.



You will notice in the above screen shot that Marriage License appears in the instrument type. This is the only type that will appear in the instrument type.

Click on F8 or hit the F8 key on the keyboard to Move instrument to list below. See screen shot below.

VITALS - PRICING : SC100 - TINA CALHOUN-RUSSELL

File Settings Help

Received Date: 05/17/2016 Instrument Types: ML - MARRIAGE LICENSE

of Pages: 1

of Documents: 1

Return To Name & Address

PRINT? IN CARE OF	ST. #	ST. NAME	CITY	STATE	ZIP
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Ctrl+E Envelope Ctrl+Z Print Mail Lbl Alt+C Clear Mail Lbl

Please select an Instrument Type:

Move Instrument To: List Below (F8) Clear Data Fields Above (F11) Copy Last Address (Ctrl+Y)

DOC#	INST#	INST TYPE	COMMENT	COPIES	NAME	SOURCE	DOC TOTAL
0001		ML - MARRIAGE LICENSE					0.00

Total Amount Due: 0.00

Ctrl+R Print Reject Letter Ctrl+C Retrieve Copy Card F7 Clear Screen Alt+P Previous Batch F6 Edit Selected Inst Alt+N Next Batch F5 Delete Instrument Ctrl+F Pricing F12 Retrieve Batch Alt+L Lookup

Book Type Book# Page

Check Out (F2) Exit (Esc)

Make sure that Marriage License moved down to the spot that is highlight above.

After the Marriage has moved down, you then click on F2 or hit F2 key on the keyboard to check out and the screen shot below will appear.

Payment

CHECKS:

#	AMOUNT	CHECK#
01		

DELETE - Ctrl+D

TOTAL DUE: 0.00
TOTAL ENTERED: 0.00
BALANCE: 0.00
EXACT

CASH: 0.00
ACH: 0.00
CREDIT CARD: 0.00
WIRE: 0.00

DEBIT OPTIONS

Cash Refund
 Refund Letter

Please Select A Received Of Account

DEBIT ID'S

Received From

PRINT? IN CARE OF	ST. #	ST. NAME	CITY	STATE	ZIP
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Ctrl+E Envelope Ctrl+Z Print Mail Lbl Alt+C Clear Mail Lbl Ctrl+K Pick Up

F8 PRINT RECEIPT?

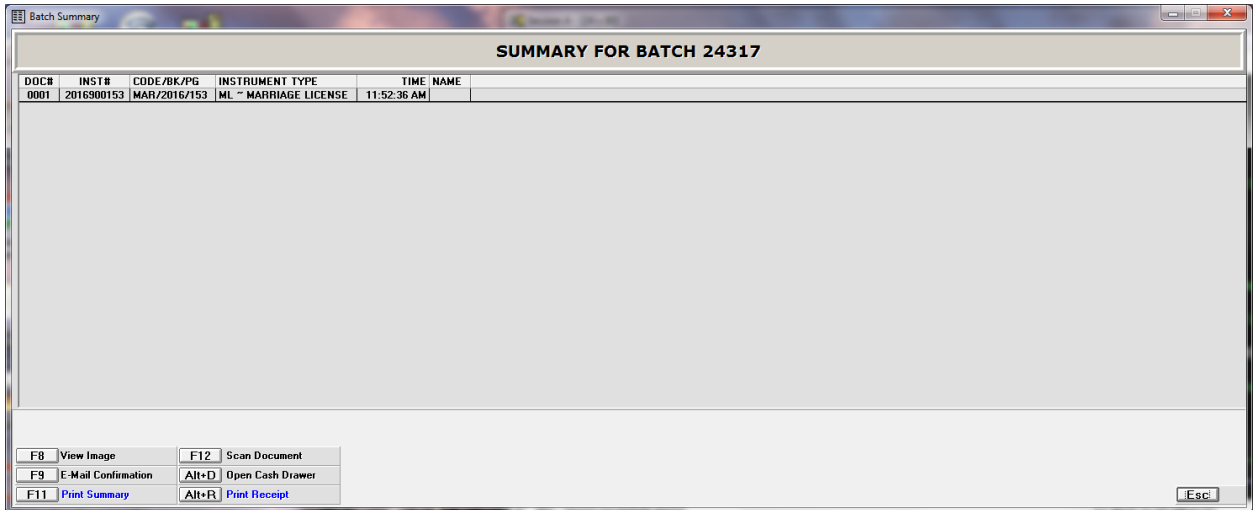
Submit Instruments Go To Indexing (F2)

Reject Instruments Print Reject Letter (F6)

Exit (Esc)

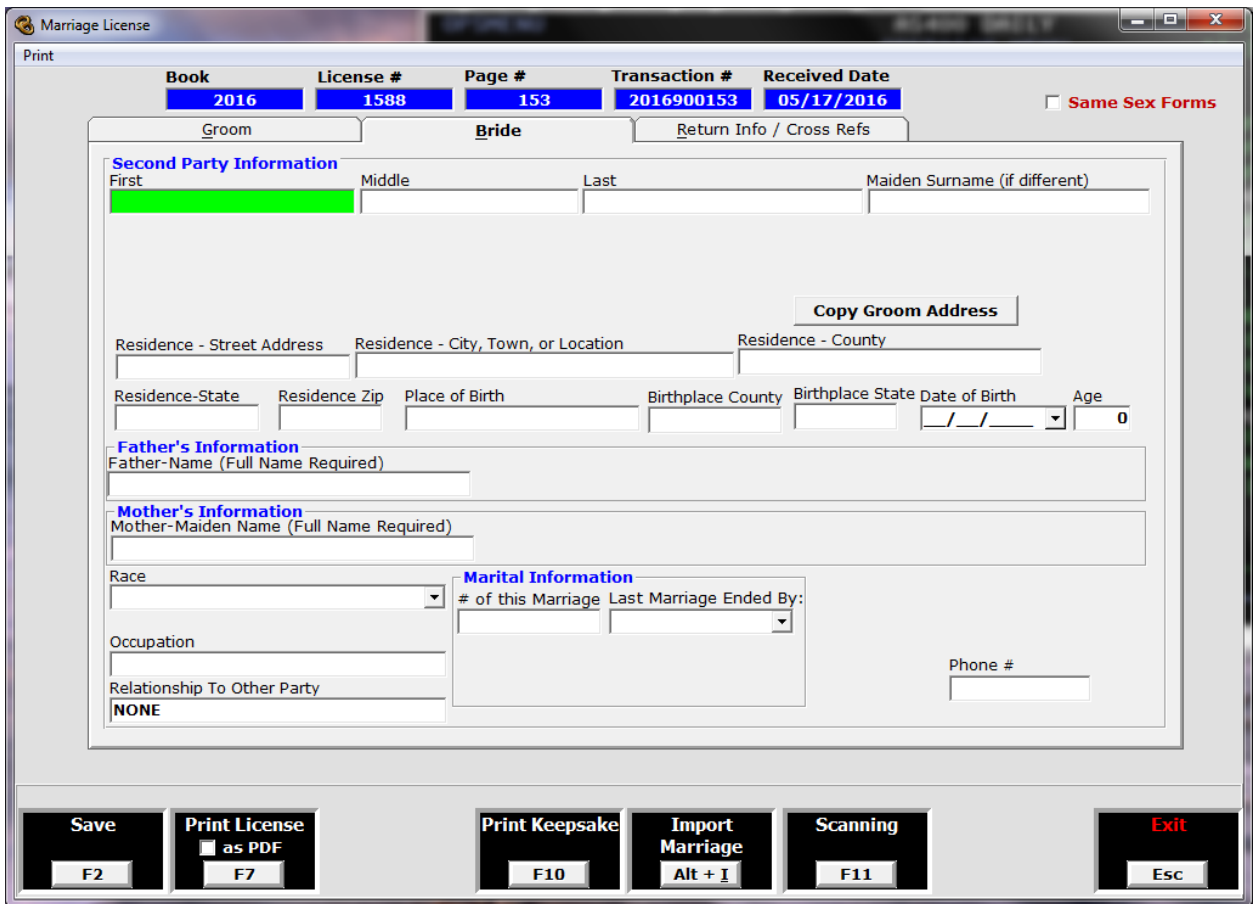
The screen above is the fee screen, but we will not be using this screen.

Click on F2 or hit F2 to submit instruments. The screen below will appear.



The screen above gives a book and page number and an instrument number and also gives you a batch number at the top of screen.

Click on esc or hit esc to bring up the next screen below.



There is 3 tabs on the screen above, but you will only use the first 2 tabs.

The second tab will stand out from the first tab. There is a check box up in the right corner for same sex forms. You will need to check this box if a same sex couple comes in to get married.

There is 2 box's on each tab that you not fill out and they are Birthplace County and Phone number.

After you have the first 2 tabs filled out, you will need to save the form by clicking on F2 or hit F2 on the keyboard.

After saving the form, you can then print the license by clicking on F7 or hit F7 on the keyboard.

Once all this has been done you will need to click esc or hit esc and this will bring you to the screen below, which is called Marriage Indexing.

Retrieve Marriage License

About

Employee: WILREN
Station: SC100

Batch

MARRIAGE LICENSE

Retrieve Batch By Instrument #

Year	Instrument #
2016	

Retrieve

F2

Retrieve Batch By Book Information

Book Type	Book #	Page #	Page Suffix
MAR ~ MARRIAGE			

Retrieve

F3

Retrieve Batch By Marriage License #

Year	Marriage License #
2016	

Retrieve

F7

Retrieve Batch By Party Information

Last Name	First Name	Year Married

Retrieve

F8

Enter the Instrument number or scan the barcode on the stamp.

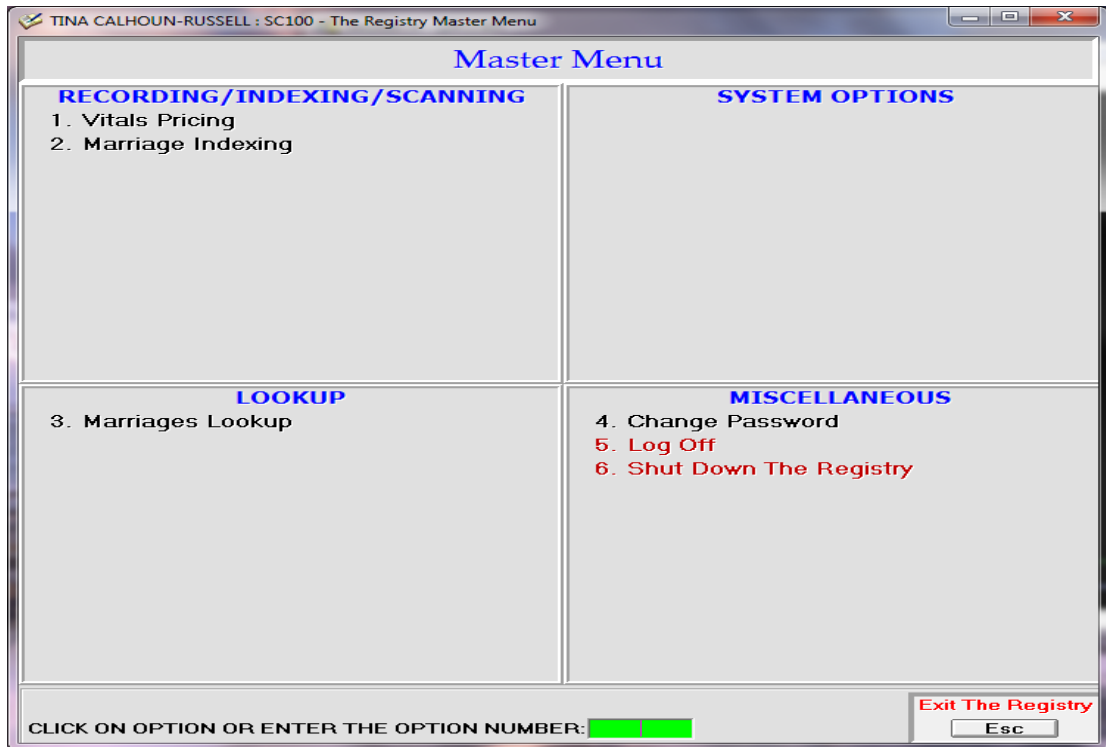
View Marriages To Import (Alt + I)

Non-Returned Marriages (Alt + N)

Clear Screen (F4)

Exit (Esc)

The screen above is called Marriage Indexing. From this screen you click on Esc or hit Esc on the keyboard to take you back to the Main Menu below.



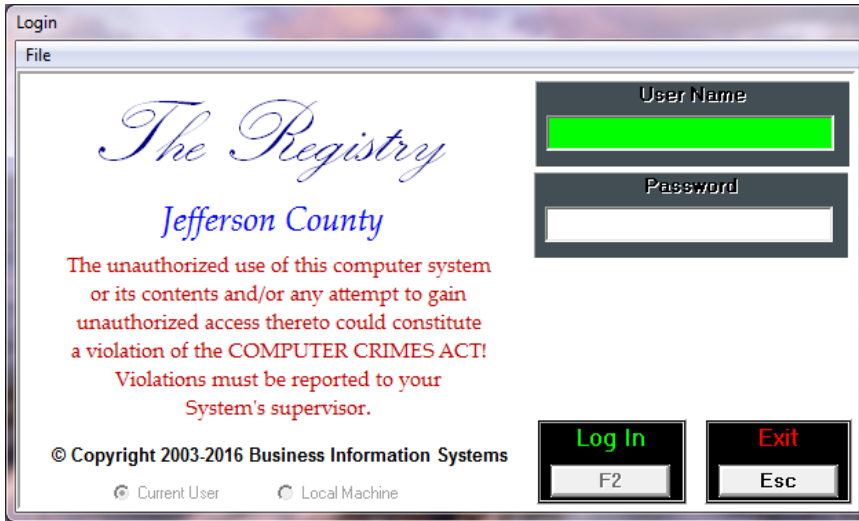
Marriage Indexing

Marriage Indexing is used to reprint the Marriage License or to make a change to the previous Marriage License.

Double click on the screen shot below.



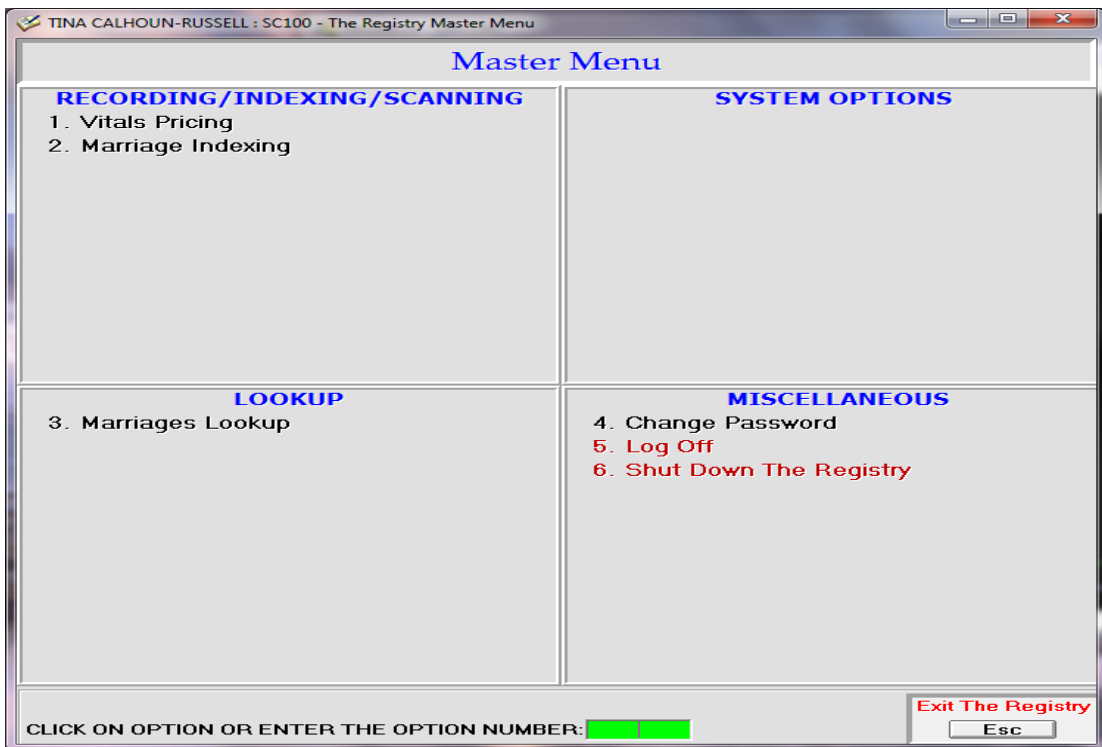
Sign on with your user id and password. See screen shot below.



Enter user id and password.

Hit enter or F2 or Click 2 on the log in button.

The below screen will come up after you have logged in.



From the screen shot above, you will either click on the option number or key in the number and hit enter to take you to the next screen.

The screen below is called Marriage Indexing and is the screen that will appear after selecting Marriage Indexing.

Retrieve Marriage License

About
 Employee: WILREN
 Station: SC100

Batch

MARRIAGE LICENSE

Retrieve Batch By Instrument #		Retrieve Batch By Book Information			
Year 2016	Instrument # [REDACTED]	Book Type MAR ~ MARRIAGE	Book # [REDACTED]	Page # [REDACTED]	Page Suffix [REDACTED]
Retrieve F2		Retrieve F3			
Retrieve Batch By Marriage License#		Retrieve Batch By Party Information			
Year 2016	Marriage License # [REDACTED]	Last Name [REDACTED]	First Name [REDACTED]	Year Married [REDACTED]	
Retrieve F7		Retrieve F8			

Enter the Instrument number or scan the barcode on the stamp.

View Marriages To Import Alt + I	Non-Returned Marriages Alt + N	Clear Screen F4	Exit Esc
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The screen above will let you go back into the Marriage License screen to correct any mistake or to reprint the License. You will need to enter an instrument number or a book & page number or a Marriage License number or the last name and first name. After keying in the information and hitting one of the retrieve button will put a name in the box where the arrow is. See screen shot

below.

Retrieve Marriage License

About
Employee: WILREN
Station: SC100

Batch **MARRIAGE LICENSE**

Retrieve Batch By Instrument #

Year	Instrument #
2016	

Retrieve (F2)

Retrieve Batch By Book Information

Book Type	Book #	Page #	Page Suffix
MAR ~ MARRIAGE			

Retrieve (F3)

Retrieve Batch By Marriage License#

Year	Marriage License #
2016	

Retrieve (F7)

Retrieve Batch By Party Information

Last Name	First Name	Year Married
renfrow	william	

Retrieve (F8)

INST #	INST TYPE	BK TYPE	BK #	1ST PG	PG SUFFIX	SPOUSE 1	SPOUSE 2
2005902841	MAR	MAR	2005	2210		RENFROW, WILLIAM	PREHER, DONNA
2016900098	ML	MAR	2016	98		RENFROW, WILLIAM	LAMKIN, NELLIE

Enter the Instrument number or scan the barcode on the stamp.

View Marriages To Import
Alt + I

Non-Returned Marriages
Alt + N

Clear Screen
F4

Exit
Esc

To take you to the screen below, you will need to double click on the name you want to change or reprint.

Marriage License

Print

Book: 2005 License #: [] Page #: 2210 Transaction #: 2005902841 Received Date: 06/09/2005 Same Sex Forms

Groom: [] Bride: [] Return Info / Cross Refs: []

Second Party Information

First: DONNA Middle: LEE Last: PREHER Maiden Surname (if different): []

Copy Groom Address

Residence - Street Address: 2626 ALANMEDE ROAD Residence - City, Town, or Location: LOUISVILLE Residence - County: []

Residence-State: KY Residence Zip: 40205 Place of Birth: ORLEANS Birthplace County: [] Birthplace State: IN Date of Birth: 06/03/1938 Age: 67

Father's Information
 Father-Name (Full Name Required): ROBERT THOMAS

Mother's Information
 Mother-Maiden Name (Full Name Required): ALMA HUSTON PERKINS

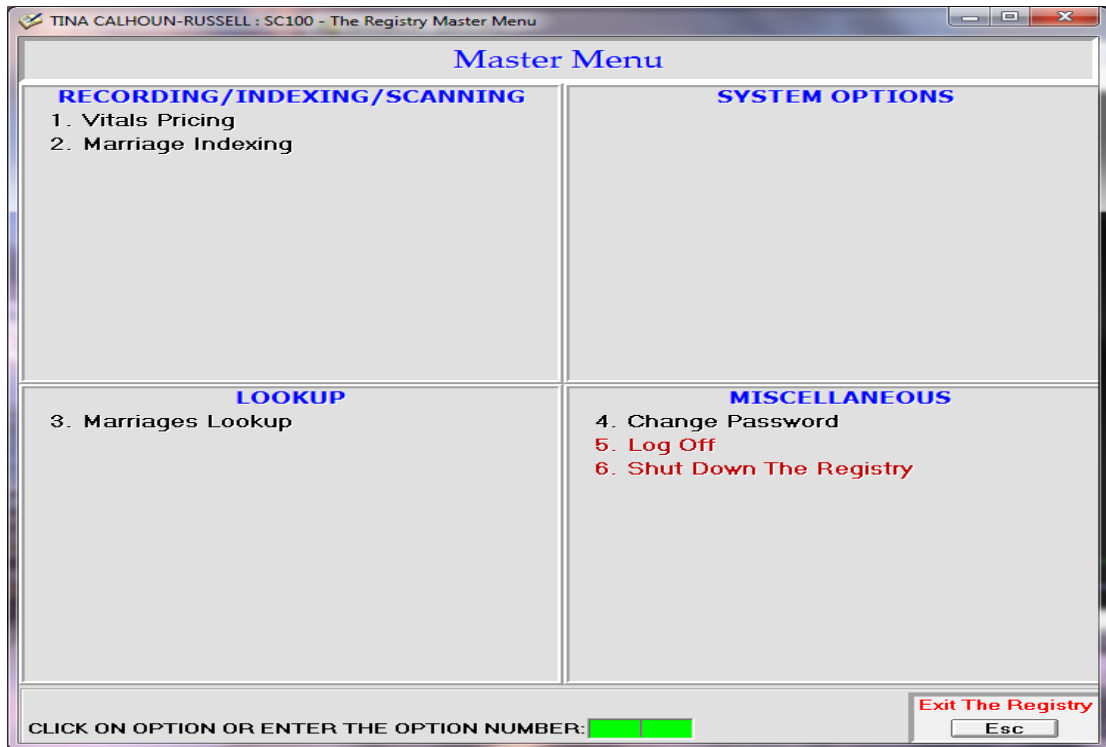
Race: WHITE

Marital Information
 # of this Marriage: 2 Last Marriage Ended By: DIVORCED

Occupation: FAMILY SVE COORDINATOR Relationship To Other Party: NONE Phone #: []

Save (F2) Print License as PDF (F7) Print Keepsake (F10) Import Marriage (Alt + I) Scanning (F11) Exit (Esc)

After making your changes, you would need to save it again and then reprint it. If no changes needs to be made, all you have to do then is reprint it. Once you are finished, you will hit esc twice to take you back to the main menu below.



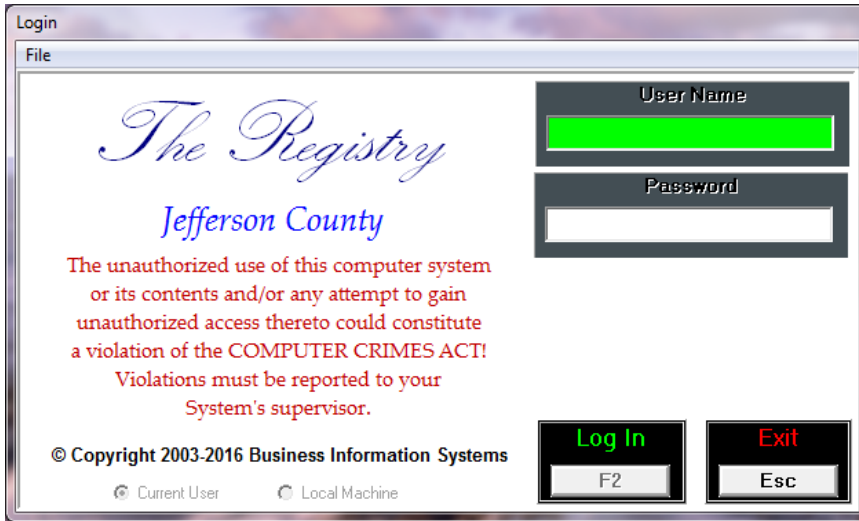
Marriage Lookup

Marriage Lookup is used to view the image after it has been scanned.

Double click on the screen shot below.



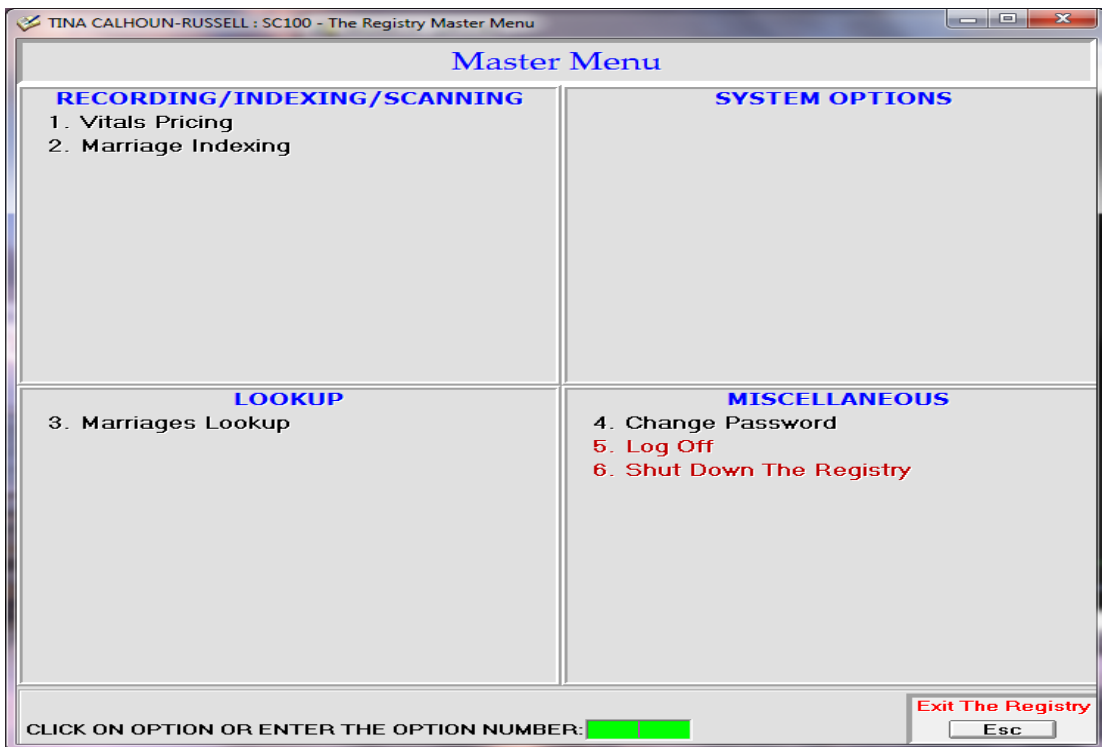
Sign on with your user id and password. See screen shot below.



Enter user id and password.

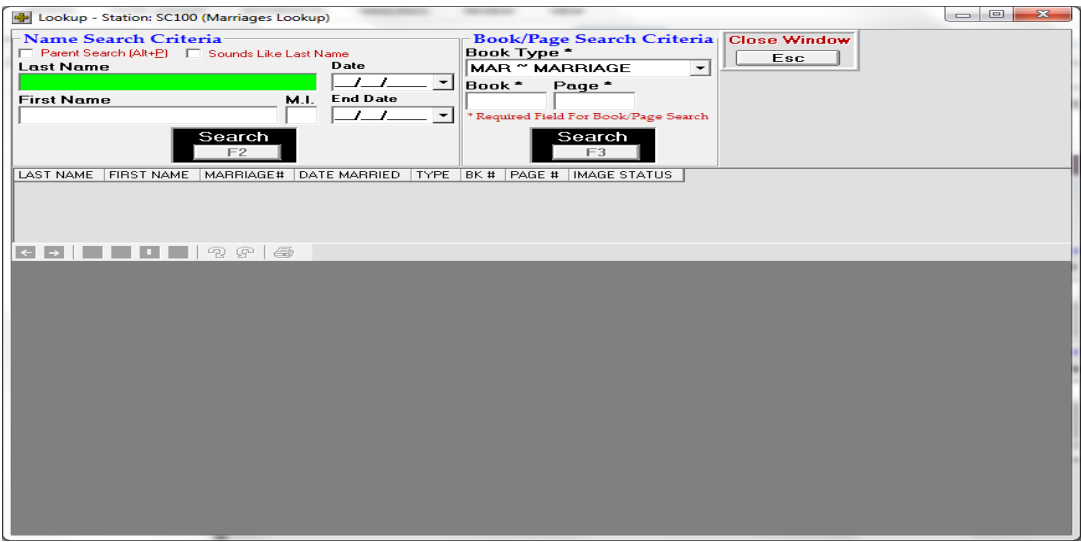
Hit enter or F2 or Click on the log in button.

The below screen will come up after you have logged in.

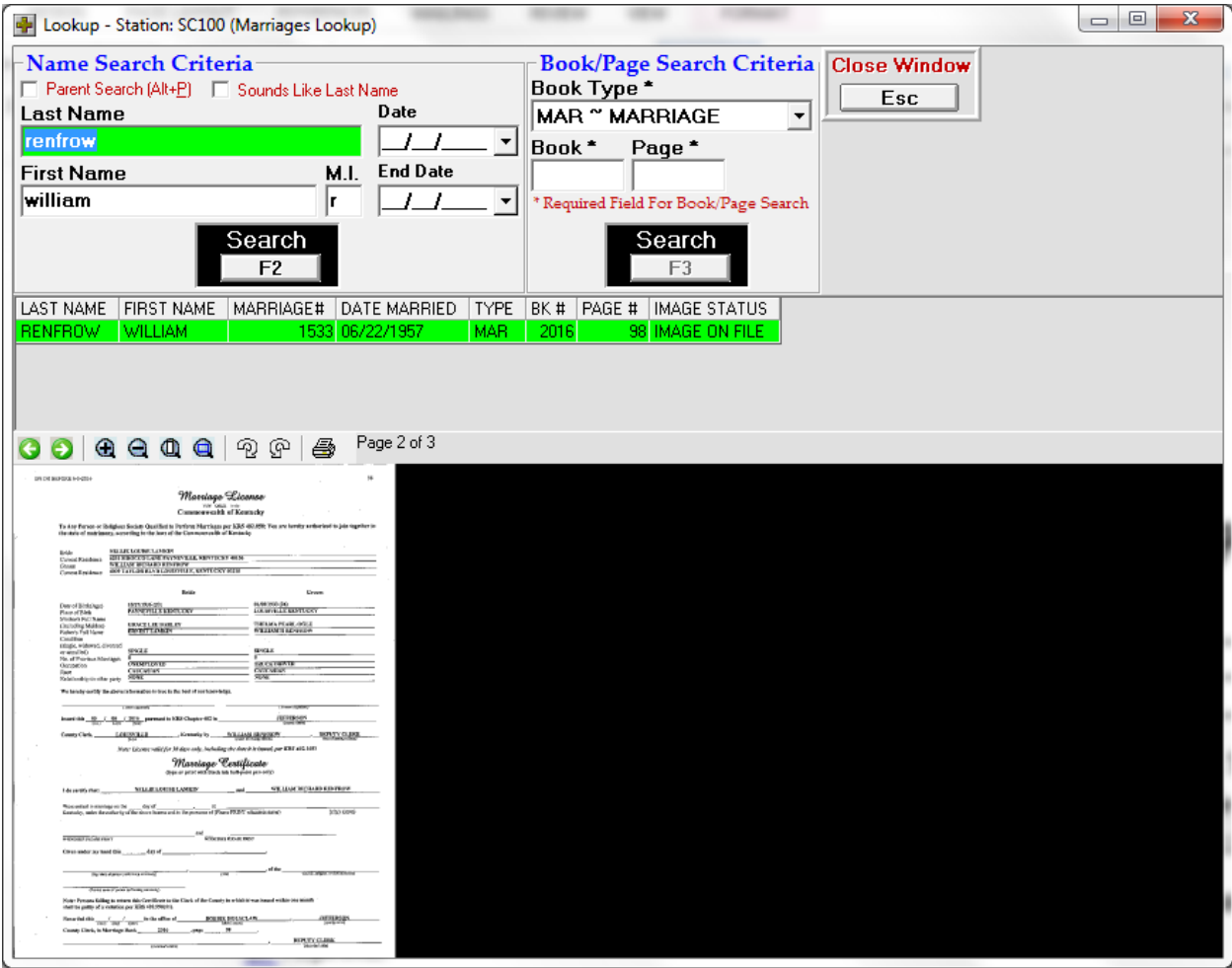


From the screen shot above, you will either click on the option number or key in the number and hit enter to take you to the next screen.

The screen below is called Marriage Lookup and is the screen that will appear after selecting Marriage Lookup.



The screen above will let you see the image of the Marriage License once it's been scanned into the system. You will need to enter a name or a book and page number in the screen above to search for the image. See the Screen below.



After pulling up the image, you can then print image if you need to. Once you are done viewing the image, you can then hit Esc to take you back to the main menu below.

