January 11, 2012   **Marriage License**
Most Frequently Asks Questions

1.   **How to do a Name Search:**

    a.   Enter the last name of the **MALE** or last **MAIDEN** name of female (space) and the first initial of the person you are searching, then "**ENTER**".
    b.   Once you have located the correct name, a display screen will appear.
    c.   Put an "X" in the Sel Box, "**ENTER**" to display an image.
    d.   Once you have completed your inquiry close the window with the image. If you click the "**BACK**" button on the left side to return to the index (repeat the process if you need to view another image).

2.   **How to go directly to an Marriage Record if the Record number is known:**

    a.   "**TAB**" to or click within the first File Number field.
    b.   Then type the"**YEAR**" (in the first box) and "**NUMBER**" in the second box. "**ENTER**"