

VITAL RECORDS

Electronic Vital Event Registration System (EVERS)

Handbook for County Marriage Registration



Version 1.0

Last Updated 1/1/2026

Table of Contents

Overview	3
Starting a Marriage Record	4
General Information	4
Applicant 1	5
Applicant 2	5
Ceremony	6
Application Fee	7
Editing a Marriage Application	8
Marriage Application Forms	8
Finalizing a Marriage Record	9
Post Marriage	9

Overview

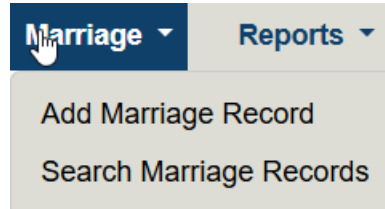
The EVERS marriage system was implemented on January 20, 2026, by the North Dakota Department of Health and Human Service's Vital Records Unit. This implementation gave the department the opportunity to consolidate the previous county marriage system in our newly redesigned vital event registration system.

Vital Records provides the counties with the marriage license and application forms that are part of this new system. All the data on these forms is required to be completed based on state law NDCC 23-02.1-23 and 14-03 to properly register a record of marriage.

This handbook provides instruction and guidance on completing the North Dakota Certificate of Marriage within the Electronic Vital Event Registration System called EVERS. As a marriage record is a legal document, accuracy is important. Pictures of the data entry screens are provided for reference.

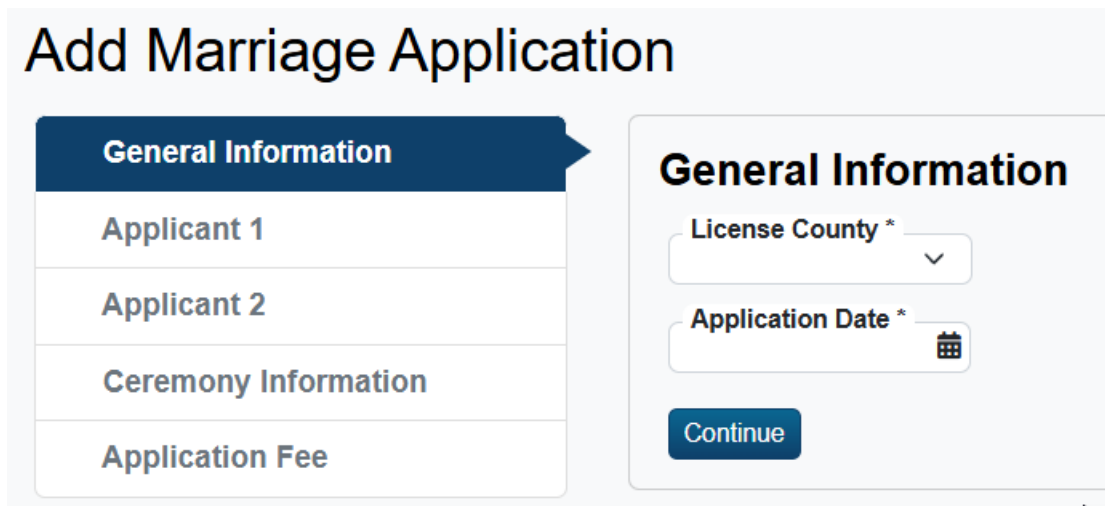
Starting a Marriage Record

In order to start a new marriage record, under the marriage drop down menu, you simply select Add Marriage Record. There is also an "Add Marriage Record" button on the Started Marriage work queue.



Add Marriage Application

The user is starting the record with the General information tab. The license county will default to the user's assigned county. If they are assigned to more than one county, they can choose the county from the drop-down menu. The user then simply adds the application date and hits "Continue".

A screenshot of a web form titled "Add Marriage Application". The form has a sidebar on the left with four tabs: "General Information" (selected), "Applicant 1", "Applicant 2", "Ceremony Information", and "Application Fee". The main content area is titled "General Information" and contains two required fields: "License County *" with a dropdown arrow and "Application Date *" with a calendar icon. A blue "Continue" button is located at the bottom right of the form.

Applicant 1

The next tab is the first applicant to be married. This is basic demographic information including address, birthdate, SSN, marital status, relationship to applicant 2 and sex. This screen also captures the new surname and middle name that the applicant has selected for after the marriage is complete. All questions are required to be answered, except for SSN and new middle name.

Add Marriage Application

✓ General Information

Applicant 1

Applicant 2

✓ Ceremony Information

Application Fee

Applicant 1

First Name *

Middle Name

Last Name *

Suffix ▼


Address *

County ▼

City *

State * ▼

Zip Code *

Birth Date * 

SSN

Marital Status * ▼

Are you related to Applicant 2? *
☐ No ☐ Yes

Sex * ▼

New Surname *

New Middle Name

Discard Changes

Continue

Applicant 2

The next tab is the second applicant to be married. This is the same basic demographic information the user entered for applicant 1. This screen also captures the new surname and middle name that the applicant has selected for after the marriage is complete. The applicant 2 screen has a button to “Copy Applicant 1 Address”, to save on data entry time.

Add Marriage Application

✓ General Information

Applicant 1

Applicant 2

✓ Ceremony Information

Application Fee

Applicant 2

First Name * Middle Name Last Name * Suffix

Copy Applicant 1 Address

Address * County

City * State * Zip Code *

Birth Date * SSN

Marital Status * Are you related to Applicant 1? * ☐ No ☐ Yes

Sex *

New Surname * New Middle Name

Discard Changes Continue

Ceremony

This tab collects the standard ceremony information, like date, location and the name of the officiant.

Add Marriage Application

✓ General Information

Applicant 1

Applicant 2

✓ Ceremony Information

Application Fee

Ceremony

Date Location Officiant

Discard Changes Continue

Application Fee

This tab allows the county to document the person who paid for the license (remitter), by a check number and a memo field to save any other pertinent information.

Add Marriage Application

✓ General Information

✓ Applicant 1

✓ Applicant 2

✓ Ceremony Information

Application Fee

Application Fee

Remitter * Tender: \$65.00

Check No Memo

Discard Changes Save

Once this information is entered, hit "Save". At this point you are ready to save the application, by clicking on "Save Application", so that you can print the license and the other forms to give to the couple.

The marriage application has been successfully updated.

Add Marriage Application

✓ General Information

✓ Applicant 1

✓ Applicant 2

✓ Ceremony Information

✓ Application Fee

Application Fee

Remitter * JOHN DOE Tender: \$65.00

Check No Memo VISA

Discard Changes Save

✓ Your marriage application is ready to complete.

Save Application

Edit Marriage Application

After the user saves the application, you are then taken to the edit marriage application screen. This allows the user to print the associated marriage forms for the couple and also allows the user to enter the post marriage information, provided they have it.

Edit Marriage Application

County: License No: Application Date: Status: PENDING MARRIAGE

✓ Applicant 1

✓ Applicant 2

✓ Ceremony Information

✓ Application Fee

Post Marriage

Review Marriage Application

Post Marriage

License Returned Marriage Date County of Marriage

Officiant

Name Ecclesiastical Body

Address 1 Address 2

City State Zip

Witness 1 Name Witness 2 Name

Status *
Pending Marriage

Discard Changes

Save

Consent

Receipt

Application

License

Marriage Application Forms

The forms associated with a marriage can be initiated by clicking on any one of them at the bottom of the screen above. The forms are generated as Adobe PDF forms and will create a copy of the form in the user's download folder on their computer. The user can either option them within the browser or from the downloads folder in Adobe Reader or Acrobat. The forms were newly designed, but are essentially the same state forms you have been using the past several years.

Consent

Receipt


Application


License


Finalizing the Marriage

Once a couple returns their license for finalizing, the user simply locates the marriage record in the Pending Marriage Record work queue and enters all the post marriage information. Some of this information was previously completed by Vital Records when you mailed in the duplicate B copy. In the new system, the county will enter all this information, and the license no longer contains a duplicate B copy.

Post Marriage


License Returned 

Marriage Date 

County of Marriage 

Officiant


Name

Ecclesiastical Body 

Address 1

Address 2


City

State 

Zip

Witness 1 Name

Witness 2 Name


Status *
Pending Marriage 

Discard Changes

Save

Once all the information is entered on the post marriage screen, the user will select "Married" from the status drop-down menu and hit the "Save" button. The marriage is not complete and will be certified by the Vital Record office. The user can also use this status drop-down menu to expire a license or to withdraw it. To expire or withdraw a license, the user would select either of those from the menu, but they would still have to hit the "Save" button to complete the action.

Status *

Pending Marriage 

Married

Expired Application

Pending Marriage

Withdrawn (No Refund)