

- a part of the inmate's file.
- F. Inmates from NCF who have been approved to marry will be transported to NHSP/M in Concord bi-annually for the purpose of obtaining a marriage license.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

MCGONAGLE/pf

Attachments

NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

REQUEST FOR INMATE MARRIAGE

Inmate Name _____ ID # _____

Prospective Spouse _____ Phone # _____

Address _____ SSN _____

Background check accomplished _____

In accordance with PPD 7.13, pre-marital counseling was conducted with both parties present consisting of :

- _____ The meaning of marriage and marital responsibilities
- _____ Clarification of values
- _____ Assessment of the couple's emotional, economic and family situation

Pre-marital counseling was conducted on _____ by _____
(Circle one)

Forwarded to Warden _____ on _____ for approval.
(Warden's name)

Chaplain's signature _____

Warden's approval/disapproval (please circle one)

APPROVED

DISAPPROVED

This request is **DISAPPROVED** for the following reason:

- _____ Both parties are incarcerated
- _____ Non-inmate is not allowed to visit inmate
- _____ Non-inmate is a convicted felon

Warden's signature

Date

To be made a part of the inmate's permanent record

NHDOC MARRIAGE PROCESS

This packet outlines the steps required in order to marry while incarcerated at any DOC facility. The checklist is to aid the inmate in accomplishing the steps necessary, in the right order, to complete the marriage process and is a guide only. The chaplain uses the tracking sheet that is the official record of steps accomplished.

GENERAL INFORMATION

Inmate marriages are performed at predetermined intervals. Check with staff for the times at your facility.

Staff will set one date and marriages will be scheduled at 30-minute intervals with no extra visit time allowed.

The Marriage will take place in the visiting room or the chapel.

The marriage will consist of: inmate, prospective spouse, up to four witnesses (must be immediate family on the inmate's approved visiting list) and approved official performing the ceremony. Departmental chaplains do not perform inmate marriages.

Inmates wear prison issue greens for the marriage

No cake, flowers, punch, music, decorations or personal cameras allowed.

Prospective spouse brings the official paperwork (no ceremony will be conducted without a proper legal license. Prospective spouse may also bring rings.

PROCEDURE

Inmates desiring marriage must initiate the process with an Inmate Request Slip. Check facilities for timeframes.

The chaplain gives the inmate this packet and initiates the tracking sheet.

All items on the tracking sheet/inmate checklist must be accomplished in the order given.

In accordance with PPD 7.13, the inmate and prospect spouse must meet with the chaplain for pre-marital counseling. The counseling session will take approximately two hours.

After the counseling has been completed, the chaplain informs the Warden of the inmate's request and that counseling has taken place.

The Warden approves/disapproves the request for marriage.

After the Warden's approval, the prospective spouse initiates appropriate license with the designated NH Town Clerk. The chaplain will provide current contact information to the prospective spouse. Since DOC will not transport inmates to any town hall to accomplish marriage licenses, a Town Clerk from a designated community will meet all approved inmates at NHSP-Men to process paperwork. NCF inmates approved for marriage will be transported to NHSP-Men to meet with the Town Clerk. Meetings will be conducted sometime after the prospective spouse has completed their paperwork at the Town Office of the designated

community.

Prospective spouses will need to have the following information with them for both parties when they go to the town hall:

1. License fee (includes marriage certificate)
2. Full name, address, birthplace and dates of birth
3. Prior marriages if any and a certified copy of a divorce decree of the last marriage and/or a certified copy of the death certificate of a previous spouse
4. Father's name and place of birth
5. Mother's name, maiden name and place of birth
6. Social Security Numbers

NCF inmates will be transported to the Concord facility sometime between the closing date of the prospective spouse's license initiation and the marriage date. Details will not be made available in advance for those being transported for such purpose.

INMATE MARRIAGE TRACKING SHEET

Inmate name _____ Start date _____

Spouse _____

Address _____ Phone _____

Target month for marriage _____

- | | Date | Initials | |
|-----|-------|----------|---|
| 1. | _____ | _____ | Chaplain receives request slip from inmate desiring marriage |
| 2. | _____ | _____ | Chaplain explains DOC marriage procedures to inmate.
Items must be accomplished in the order given on this sheet |
| 3. | _____ | _____ | Verification that prospective spouse is on inmate's visiting list |
| 4. | _____ | _____ | Appointment scheduled with chaplain for pre-marital counseling with inmate and prospective spouse _____ |
| | | | Date/time |
| 5. | _____ | _____ | Pre-marital counseling complete |
| 6. | _____ | _____ | Chaplain informs the Warden of inmate's request and that counseling has taken place |
| 7. | _____ | _____ | Request for marriage approved/disapproved by Warden |
| 8. | _____ | _____ | Approval/disapproval form sent to Offender Records |
| 9. | _____ | _____ | Prospective spouse has initiated license with a designated Town Clerk between the following dates: _____
Note: All above steps must be accomplished prior to start date of licensing |
| | _____ | _____ | Verification of license accomplishment by a designated Town Clerk |
| 10. | _____ | _____ | Inmate has been transported for licensing and has returned (NCF inmates only) |
| 11. | _____ | _____ | Marriage official _____ is approved |
| 12. | _____ | _____ | Guests: _____
_____ |
| | | | (Verify they are immediate family on inmate's visit list before initialing) |
| 13. | _____ | _____ | Date and time of marriage will be _____
Note: These are to be set by DOC staff |
| 14. | _____ | _____ | Marriage completed |

INMATE/MARRIAGE CHECKLIST

Inmate name _____ Start date _____

Target month for marriage _____ _dd/mm/yy

1. _____ Chaplain receives request slip from inmate desiring marriage
2. _____ Chaplain explains DOC marriage procedures to inmate. Items must be accomplished in
the order given on this sheet
3. _____ Prospective spouse is on inmate's visiting list
4. _____ Appointment scheduled with chaplain for pre-marital counseling
with the inmate and prospective spouse. Date/time _____
5. _____ Pre-marital counseling completed
6. _____ Chaplain informs the Warden of inmate's request and that counseling has taken
place.
7. _____ Request for marriage approved/disapproved by Warden
8. _____ Approval/disapproval form sent to Offender Records
9. _____ Prospective spouse has initiated marriage license with a designated Town Clerk between
the following dates _____
NOTE: All above steps must be accomplished prior to start date of licensing.
10. _____ Inmate has been transported for licensing and has returned (NCF inmates only)
11. _____ Marriage official _____ is approved
NOTE: DOC chaplains do not perform inmate weddings
12. _____ Date and time of marriage will be _____
NOTE: These dates are set by DOC staff
13. _____ Marriage completed.