INMATE MARRIAGE REQUEST TRACKING AND APPROVAL

This form will be attached to “Inmate Marriage Request” forms (OP-090128 Attachment A) received by the agency chaplain. The agency chaplain will review the request forms and forward them to the appropriate facility.

INMATE MARRIAGE REQUEST INFORMATION
Inmate’s Last Name: __________________________________ ODOC Number: __________________________________
Fiancée’s Last Name: ________________________________ Month of Marriage Ceremony: ______________
Date Received: _____________________________ Facility: __________________________________________

AGENCY CHAPLAIN REVIEW
Reviewed by the Oklahoma Department of Corrections agency chaplain to ensure the nature of the marriage does not violate the restrictions placed on the facility chaplain by their ordaining/endorsing religious organization, and if so to work with the facility administration to ensure such requests are processed appropriately through other staff:
Agency Chaplain Signature: _______________________________ Date: ________________________________

FOR FACILITY CHAPLAIN/FACILITY COORDINATOR USE
Scheduled Marriage Ceremony Date: ______________________________
Scheduled Date to Obtain Marriage License: ______________________________
Clergy Information Verified by County Records: Verification Method (e.g. Online/Phone/ Email) ______________
Date Verified: ______________________________
Chaplain/Facility Coordinator Signature: _______________________________ Date: ______________________________

ADMINISTRATIVE REVIEW
Deputy Warden/Assistant Regional Supervisor (ARS) Review:
Approval: Yes No Signature: _______________________________ Date: ______________________________
Facility Head/Administrator of Institutions/Community Corrections Review:
Approval: Yes No Signature: _______________________________ Date: ______________________________

(R 01/22)