



## SVRIS MARRIAGE QUICK REFERENCE GUIDE FOR LOCAL VITAL RECORDS OFFICES

### LVRO Marriage Role

The LVRO marriage role allows access to complete and accept marriage records. The role allows for scanning the completed license/marriage certificate worksheet, but does not include certificate issuance.

### Accepting Marriage Records

1. From the SVRIS home screen, select the Search menu to locate the record.
2. From the Search Results screen, select and display the record that matches the completed form received.
3. Review the information in the record or review the populated Marriage Office Copy under the Requests menu.
4. Review, enter, or update the information on the Marriage tab as it appears on the Marriage License worksheet.
5. Go to the Signatures tab in the Signatures for Officiant and Witnesses paragraph and complete the fields.
6. Save the record.
7. Enter a Y in the LVRO Accept field. This will auto populate the Date Accepted and Accepted By fields.
8. Save the record. A message will appear indicating the record has been automatically numbered.

### Rejecting a Record to the County Clerk Office

1. To reject a record for an error in the County Clerk's information, enter all information provided in the Signatures for Officiant and Witnesses paragraph. A required edit will fire on each field in the paragraph if the information is missing. Click Skip to pass through the edit for now.
2. Enter a Y in the Reject to County Clerk field. The Last Rejected Date and Last Rejected By fields will auto populate.
3. Enter the reason for the rejection in the Reason Rejected to County Clerk field.
4. Save the record. The Record Status is now Rejected.
5. Monitor the Marriage Reject work queue to ensure the issue is resolved.

### Rejecting a Record to the Officiant

1. To reject a record for an error in the officiant, witness, or their signature information, enter all information provided in the Signatures for Officiant and Witnesses paragraph. A required edit will fire on each field in the paragraph if the information is missing. Click Skip to pass through the edit for now.
2. Enter a Y in the Reject to Officiant field. The Last Rejected Date and Last Rejected By fields will auto populate.
3. Enter the reason for the rejection in the Reason Rejected to Officiant field.
4. Save the record. The Record Status is now Rejected and the record will appear in the Marriage Rejected work queue.
5. Click on the Requests menu and Print: Officiant Reject Letter
6. Monitor the Marriage Rejected work queue to ensure the issue is resolved. (Once the corrected license is returned, the LVRO will need to remove the Y from the Reject to Officiant field and save the record prior to Acceptance.)

### Reports

1. From the Home screen of SVRIS, select Batch → Reports.
2. Click on the "+" sign next to Marriage.
3. Select the desired report from the list.
4. Enter the desired date parameter. Select Preview. The report may be Printed or Saved to your (C:) drive.

### SVRIS Help

1. Call or email the Wisconsin Help Desk if you have issues using SVRIS. The Wisconsin Help Desk can be reached at 1-866-335-2180 or by email at [helpdesk@wi.gov](mailto:helpdesk@wi.gov). The Wisconsin Help Desk can also assist with password resets.
2. If you have general registration questions, or would like to request a copy of the SVRIS User Manual, you can contact SVRO at 608-266-1373 Option 7 or by email at [DHSVitalRecords@dhs.wisconsin.gov](mailto:DHSVitalRecords@dhs.wisconsin.gov).
3. Please visit the [SVRIS logon page](#) for information on creating a SVRIS account or submitting a SVRIS account update request.