



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE**  
OFFENDER/SPANISH MANUALS

REVISION DATE  
8/13/20

PAGE NUMBER  
1 of 8

NUMBER  
**DOC 590.200**

**POLICY**

TITLE  
**MARRIAGES AND STATE REGISTERED DOMESTIC PARTNERSHIPS**

**REVIEW/REVISION HISTORY:**

- Effective: 12/7/84 DOC 730.010
- Revised: 10/1/85
- Revised: 11/20/87 DOC 590.200
- Revised: 4/11/03
- Revised: 12/1/06
- Revised: 3/20/08
- Revised: 3/10/09
- Revised: 1/18/11
- Revised: 11/19/12
- Revised: 3/15/13
- Revised: 7/20/16
- Revised: 7/27/17
- Revised: 8/13/20

**SUMMARY OF REVISION/REVIEW:**


Major changes to include title, applicability, and updated terminology throughout. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

7/13/20  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 26.04](#); [RCW 26.60](#); [WAC 137-54-030](#); [WAC 137-54-040](#); [DOC 280.310 Information Technology Security](#); [450.300 Visits for Incarcerated Individuals](#); [DOC 560.200 Religious Programs](#); [DOC 590.100 Extended Family Visiting](#); [DOC 700.100 Class III Work Programs](#)

**POLICY:**

- I. The Department will provide a means for individuals to marry or enter into state registered domestic partnerships during their incarceration. The Department neither approves nor disapproves of marriage or domestic partnership.
- II. Marriages must comply with RCW 26.04 and state registered domestic partnerships must comply with RCW 26.60.
- III. Applicants must adhere to policy requirements to be considered for programs and privileges offered for married individuals/state registered domestic partners.

**DIRECTIVE:**


- I. Requirements and Eligibility
  - A. Individuals must be under Department jurisdiction for one year before beginning the marriage/state registered domestic partnership application process.
  - B. Individuals in restrictive housing cannot initiate a marriage/domestic partnership application.
  - C. Individuals who are boarders must have permission from the out-of-state department or the Regional Director of the Federal Bureau of Prisons.
  - D. The intended spouse/domestic partner must be on the individual's approved visitor list per DOC 450.300 Visits for Incarcerated Individuals.
    1. If not on the approved visitor list, the intended spouse/domestic partner may submit a written exception request to the Assistant Secretary for Prisons.
    2. If the exception is granted, the marriage application will be forwarded for processing.

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- E. Both the incarcerated individual and the intended spouse/domestic partner must be eligible to legally marry or enter into a state registered domestic partnership in Washington State.
- F. Eligibility for extended family visits will be determined per DOC 590.100 Extended Family Visiting.
  - 1. Individuals who marry/enter into a state registered domestic partnership while in a Work/Training Release, and are returned to Prison, may apply for Extended Family Visiting after one year of the marriage/partnership.

II. Application Process in Prisons

- A. The intended spouse/state registered domestic partner will complete and submit DOC 20-213 Marriage/State Registered Domestic Partnership Application for Intended Spouse/Domestic Partner Use to the assigned case manager with the following documents attached:
  - 1. Copy of photo identification,
  - 2. Certified copy of birth certificate, and
  - 3. Certified copies of divorce/dissolution decrees for all prior marriages/state registered domestic partnerships, as applicable.
- B. The incarcerated individual will:
  - 1. Complete DOC 20-214 Marriage/State Registered Domestic Partnership Application, attach the following, and submit them to the assigned case manager.
    - a. A certified copy of the individual's birth certificate, and
    - b. Certified copies of divorce/dissolution decrees for all prior marriages/state registered domestic partnerships, as applicable.
- C. The case manager will initiate DOC 20-443 Marriage/State Registered Domestic Partnership Process Checklist and process applications by reviewing submitted documents to determine eligibility for marriage/state registered domestic partnership.
  - 1. Applications involving persons who were a victim of the incarcerated individual should be highly scrutinized and may be denied.
- D. The Facility Risk Management Team will meet to determine if the application process should continue.

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1. If the application is denied, the Correctional Unit Supervisor (CUS) will notify the incarcerated individual and intended spouse/domestic partner, in writing, of the reason for denial (e.g., failure to meet eligibility requirements).

E. If approved to proceed, the incarcerated individual must sign DOC 20-215 Marriage/State Registered Domestic Partnership Approval for Release of Information to allow the assigned case manager to provide written information to the intended spouse/domestic partner regarding the individual's criminal history, current offense, and sentence timeline.

F. The case manager will provide the intended spouse/domestic partner an updated Criminal Conviction Record (CCR) and an official description of the incarcerated individual's current conviction.

G. The intended spouse/domestic partner must sign DOC 20-215 Marriage/State Registered Domestic Partnership Approval for Release of Information indicating the intended has read and understands the information received and still wishes to marry or enter into a state registered domestic partnership.

H. The CUS will send DOC 20-218 Marriage/State Registered Domestic Partnership Approval Routing and all related documents to the Superintendent/designee.

I. Application processing may be suspended while an individual is in restrictive housing.


1. If the application process is suspended, a Chronological Event (chrono) will be entered in the individual's electronic file, and associated documents will be scanned into the individual's electronic imaging file. The original documents will be returned to the appropriate person.

a. Upon release, the individual may request for the application process to continue.

b. The individual does not have to resubmit documentation if it was already submitted.

### III. Counseling and Final Approval in Prisons

A. The incarcerated individual and the intended spouse/domestic partner will participate in counseling prior to marriage or entering into a state registered domestic partnership.

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1. The counseling will be conducted by the officiating clergy, if qualified, or a certified professional counselor obtained by the couple.
  - a. The clergy or certified professional counselor will be provided with the individual's criminal history and DOC 20-444 Marriage/State Registered Domestic Partnership Counseling. The form will be used to document the counseling session and all participants must sign it.
2. The couple will be responsible for any costs associated with the counseling.
3. The counseling will include a full disclosure of the criminal history to the intended spouse/domestic partner.
4. Minor children and other family members living in the home may be included in the counseling.
5. Counseling may be conducted by telephone or in person. If conducted by phone, DOC 20-444 Marriage/State Registered Domestic Partnership Counseling may be signed electronically.


B. The incarcerated individual will meet with the Superintendent/designee to discuss the marriage/state registered domestic partnership process. The Superintendent has final approval for all requests to marry or enter into state registered domestic partnership.

1. The application and all related documents will be scanned into the electronic imaging file after a final decision is made and required forms are signed.

#### IV. License/Certificate

A. After the Superintendent has approved the marriage/state registered domestic partnership request, the intended spouse/domestic partner is responsible for obtaining the license/certificate.

1. The intended spouse/domestic partner will obtain the license application/declaration and send it to the incarcerated individual, who will sign it in front of a notary public.

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2. The incarcerated individual will then return the license application/declaration to the intended spouse/domestic partner, who will obtain the license/certificate.

#### V. Ceremony in Prisons

- A. A ceremony will be held for marriages in compliance with state statute. While not legally required, a ceremony will be offered to those entering into a state registered domestic partnership.
  1. The facility Religious Coordinator will supervise the arrangements of the ceremony, which will be performed by:
    - a. Volunteer clergy,
    - b. A contract religious provider,
    - c. The facility Religious Coordinator, or
    - d. An outside officiant (e.g., magistrate, clergy) obtained by the incarcerated individual and intended spouse/domestic partner,
  2. Any outside officiant must clear a National Crime Information Center (NCIC) background check and have Superintendent/designee approval based on the following:
    - a. An officiant performing a religious ceremony must:
      - 1) Be qualified under RCW 26.04 to perform marriages in Washington State,
      - 2) Have no felony convictions within the past 10 years, and
      - 3) Submit a certified document verifying authority to perform the ceremony as recognized by the religious or faith-based organization of the incarcerated individual, along with a current letter of appointment or a letter stating the officiant is in good standing from the ordaining body/religious authority.
    - b. A member of the judiciary performing a civil ceremony must submit a letter of appointment or oath of office.
- B. The couple will be responsible for costs associated with the ceremony.
- C. The ceremony will be private and conducted without media coverage. In addition to the couple and officiant, the following individuals may attend the ceremony:



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1. Ceremony participants required by the religion or faith-based organization of the incarcerated individual or intended spouse/state registered domestic partner. Participants must clear an NCIC background check and require Superintendent/designee approval.
  2. Children of the incarcerated individual and/or intended spouse/state registered domestic partner.
  3. A professional photographer, who must clear an NCIC background check and requires Superintendent/designee approval.
  4. Up to 6 other attendees, as approved by the case manager. Attendees must be on the individual's approved visitor list or be approved through the special visit process.
  5. One incarcerated individual, if approved by the Superintendent/designee.
- D. All attendees must comply with dress standards in DOC 450.300 Visits for Incarcerated Individuals. Exceptions require Superintendent/designee approval.
1. The intended spouse/domestic partner may bring clothing for the individual to wear during the ceremony, if approved in advance.
- E. Any items brought into the facility by an outside officiant or attendee require approval from the Superintendent/designee in advance. Religious items will be consistent with the requirements for allowable religious items per DOC 560.200 Religious Programs.
1. Unless religious in nature, items brought into the facility that are outside the visit guidelines are intended for the visitor only.
- F. The incarcerated individual and intended spouse/state registered domestic partner must read, sign, and follow DOC 20-219 Acknowledgment of DOC 590.200 Marriages and State Registered Domestic Partnerships.
- G. After the ceremony, the Superintendent/designee will complete the Authorized Marriage/State Registered Domestic Partnership Report section of DOC 20-218 Marriage/State Registered Domestic Partnership Approval Routing. The form will be scanned into the electronic imaging file, along with a copy of the certificate and/or license.

VI. Photographs

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- A. Photography will meet the following requirements:
1. The couple will be responsible for any costs associated with photography.
  2. Photographers will be an approved worker per DOC 700.100 Class III Work Programs or an approved professional photographer retained by the individual or intended spouse/partner.
  3. Photographs will be reviewed for content and compliance with policy.
    - a. Photographs with suggestive or rude posturing, gang signs, or the appearance of gang affiliation will not be permitted.
    - b. Incarcerated individuals will not be photographed with other incarcerated individuals except with Superintendent/designee approval.
- B. If a digital camera is available at the facility, the intended spouse/domestic partner may bring a memory card to use in the camera consistent with DOC 280.310 Information Technology Security.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

- [DOC 20-213 Marriage/State Registered Domestic Partnership Application for Intended Spouse/Domestic Partner Use](#)
- [DOC 20-214 Marriage/State Registered Domestic Partnership Application](#)
- [DOC 20-215 Marriage/State Registered Domestic Partnership Approval for Release of Information](#)
- [DOC 20-218 Marriage/State Registered Domestic Partnership Approval Routing](#)
- [DOC 20-219 Acknowledgment of DOC 590.200 Marriages and State Registered Domestic Partnerships](#)
- [DOC 20-443 Marriage/State Registered Domestic Partnership Process Checklist](#)
- [DOC 20-444 Marriage/State Registered Domestic Partnership Counseling](#)