

REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE

- 1) A male and female shall appear together before the County Clerk.
- 2) Each applicant shall submit proof of identity and age.
Acceptable forms of identification:
 - a) Unexpired driver's license with correct name and birth date.
 - b) Any document issued by this state, another state, the United States or a foreign government (license, passport ect.) providing the document includes a photo, the correct name and birth date.
 - c) Certified copy of birth certificate (if the person is over 18, an additional form of ID must be presented along with a certified copy of the birth certificate. For those under 18, the only proof of ID and age that can be used is a certified copy of birth cert.)
- 3) If an applicant is under 18 years of age, he/she must have parental consent. If parents are divorced, a court document is required showing custody, managing conservator or legal guardianship.
- 4) Each applicant must submit their Social Security number
- 5) Neither party can have been divorced in Texas within the previous 30 days.
- 6) Applicants cannot be related to each other by blood or adoption.
- 7) The fee for the license is \$ 66.00 **CASH**, Debit Card, Master or Visa Card

THE MARRIAGE LICENSE EXPIRES AT THE END OF THE 30-DAY PERIOD IMMEDIATELY FOLLOWING THE DATE THE LICENSE IS ISSUED IF THE CEREMONY HAS NOT BEEN CONDUCTED WITHIN THAT PERIOD.

THE MARRIAGE CEREMONY MAY NOT TAKE PLACE DURING A 72-HOUR PERIOD IMMEDIATELY FOLLOWING THE ISSUANCE OF THE LICENSE UNLESS AN APPLICANT IS A MEMBER OF THE ARMED FORCES OF THE UNITED STATES AND IS ON ACTIVE DUTY OR A JUDGE WAIVES THE 72-HOUR WAITING PERIOD FOR GOOD CAUSE. SEE SEC. 2.204, V.T.C.A. FAMILY CODE.

Licenses issued: Monday thru Friday 8:00am to 4:30pm. The office is closed on legal holidays.
^ease allow approximately 25 minutes for issuance of the license.

Instructions for completing an absent applicant affidavit

PLEASE READ CAREFULLY

The Affidavit of Absent Applicant is to be used to apply for a Marriage License when one party is unable to appear in the County Clerk's Office. Please read the following instructions carefully before completing the Affidavit. Print or type all information that is requested on the attached Affidavit and Statement. The absentee party must return the completed Affidavit and Statement to the party they wish to marry. **Both parties desiring to marry must be in full compliance with the information that follows, or the application will be denied.**

- (1) The party who will not be able to appear in the County Clerk's Office must complete and sign this form in the presence of a Notary Public. The form must be notarized. A title and/or name must be printed or typed below the Notary's signature. **ALL BLANKS ON THE** *Fofiw.*
MUST BE COMPLETED.
- (2) The names of both parties must be printed exactly as they appear on the identification that will be used to obtain the Marriage License.
- (3) If absent applicant will be unable to attend the ceremony, the appointment of any adult, **except the other applicant,** to act as proxy for the purpose of participating in the ceremony must be noted on the form.
- (4) Applicant must then appear in the County Clerk's office at least 72 hours, but not more than 30 days prior to the ceremony. The applicant must present an acceptable form of identification for **both parties** that states the correct name and birth of each applicant.
- (5) The 72 hour waiting period does not apply to active duty military and a Military ID must be submitted with the Affidavit along with an additional form of identification.
- (6) If either party has been divorced within the last 30 days, please contact the County Clerk's office for more information.
- (7) If either party is under 18 years of age, please contact the County Clerk's Office for more information.

**AFFIDAVITS EXPIRE 30 DAYS FROM DATE OF NOTARY ACKNOWLEDGMENT
PLEASE ALLOW 25 MINUTES TO ISSUE LICENSE**

Licenses Issued: MONDAY THRU FRIDAY 8:00 AM TO 4:30 PM

Office Hours: Monday thru Friday 8:00 am to 5:00 pm

COST: \$ ~~66.00~~, **Cash, Debit Card, Master or Visa Card**

TELEPHONE: (903) 628-6743