

## APPLICATION CHECKLIST

Below is a checklist of information you will need to provide the County Clerk's office when applying for a marriage license.

\_\_\_\_\_ Government Issued **Certified** Birth Certificates with parents full names.

\_\_\_\_\_ Valid Driver's License/Photo ID. If your drivers license does not have your residential address for the last 30 days, you must **also** provide a utility bill, bank statement, rental agreement etc. which includes your name and your residential address for the last 30 days.

\_\_\_\_\_ Previous Marriage—**Certified** Divorce Decree, Death Certificate, or State Annulment

\_\_\_\_\_ Social Security Number (card not necessary but must provide SSN if you have one)

Wedding Date: \_\_\_\_\_

Location of Wedding:

County: \_\_\_\_\_

City/Village/Township of: \_\_\_\_\_

*please verify this with your venue*

Officiant:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Witnesses' Names:

\_\_\_\_\_

\_\_\_\_\_



## PIERCE COUNTY, WI

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## PIERCE COUNTY, WI

# Marriage License Information



*As required by Wisconsin Statutes, Chapter 765*

Jamie Feuerhelm, County Clerk

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Cyndi Kern, Deputy County Clerk



- ◆ **WHERE TO APPLY:** *WI* Residents must apply in the county where one or both parties has resided for at least 30 days, no matter where you wish to get married in Wisconsin. *OUT OF STATE* applicants must apply in the Wisconsin County where the ceremony will be held.
- ◆ **WHEN TO APPLY:** 5-Day Waiting Period—A waiting period of 5 days must pass between the date of application and the date of marriage (i.e. application on May 1 would be issued on May 7). In cases of extreme emergency, you may petition the County Clerk for a waiver of the five (5) day waiting period. License Expiration: The license is good for 30 days after the date of issuance and the marriage must be performed within the 30 day time-period. County Clerks office accepts applications Monday—Friday, 8:00am—4:00pm. Both parties must sign the marriage license application in to presence of the County Clerk’s staff.
- ◆ **MARRIAGEABLE AGE:** Any person who has attained the age of 18 years may marry if otherwise competent. If a person is between the ages of 16 and 18, the license will be issued only with written consent of parents, guardian or custodian. Parents must be present in County Clerk’s Office to fill out consent forms.

- ◆ **PROOF OF RESIDENCE:** Valid Driver’s License/photo ID that shows your residential address for the last 30 days. If your driver’s license does not have your correct address, you must also provide something (utility bill, bank statement, rental agreement, etc.) that states your name and your address—not a PO Box.
- ◆ **PREVIOUSLY MARRIED:** If either party has been divorced, certified “final” divorce papers are required; it must be 6 months from the final date of divorce, regardless what state the divorce takes place. If annulled, certified annulment papers are needed. If widowed, a certified death certificate is required.
- ◆ **SOCIAL SECURITY NUMBER:** If you have been issued a social security number you must provide this. You do not have to present the card if you know your number.



- ◆ **LOCATION OF CEREMONY:** You must know the county and municipality (city, village, township) where the ceremony is being held. If in a rural location please confirm with your venue.
- ◆ **OFFICIANT:** Any court judge, court commissioner, ordained clergy, or tribal judge may perform the ceremony. You must provide our office with their name, address and phone number.
- ◆ **APPLICATION FEE:** Pierce County application fee of \$80 is payable at the time of application. We accept checks and cash. Credit and Debit cards are also welcome, however, there is an additional \$3.00 processing fee. In cases of emergency, you may petition the County Clerk for a waiver of the five (5) day waiting period, the waiver fee is an additional \$10.
- ◆ **BIRTH CERTIFICATES:** You must provide your CERTIFIED GOVERNMENT ISSUED Birth Certificate. (Hospital document and passports are NOT acceptable.) Birth Certificate must have your parents full names listed.