

Marriage License Application Requirements

To Apply for a Marriage License the Couple must:

- Be of sufficient age to marry. *See 1 below*
- Have determined the date of the marriage ceremony. *See 2 below*
- Know their residency status which determines where to apply. *See 3 below*
- Be available to apply together in person. *See 4 - page 2*
- Be prepared to present two (2) forms of valid I.D. and Soc. Sec. number *See 5 - page 2*
 - ✓ REQUIRED - Unexpired government issued Picture I.D with current address
 - ✓ REQUIRED - Certified Copy of Birth Certificate
 - ✓ REQUIRED - Social Security number (if one has been issued)
- If previously married, present proof of when the prior marriage ended. *See 6 - page 2*
- Have chosen a marriage officiant. *See 7 - page 3*
- Know where the marriage ceremony will take place. *See 8 - page 3*
- Pay application fee. *See 9 - page 3*

1. Age Requirements

18 YEARS OF AGE: Individuals are permitted to marry without parental consent at age 18.

16 or 17 YEARS OF AGE: Signed and notarized consent of both of the minor child's parents or the minor child's legal guardians is required at the time of, or prior to application for a marriage license. Parental Consent forms are available at the County Clerk's office.

UNDER 16 YEARS OF AGE: Individuals under the age of 16 are prohibited from marrying in Wisconsin.

2. When to Apply

DATE OF MARRIAGE: The date on which the marriage ceremony takes place must be determined prior to applying for the license.

APPLICATION must be made at least six (6) full days prior to the marriage date, but no more than 30 days before the marriage date.

WAITING PERIOD: Wisconsin requires a five (5) day waiting period, between the time of marriage license application and license issuance. This waiting period may be waived for cases of extreme hardship for an additional fee of \$25.00. Contact the County Clerk regarding conditions eligible for a waiver of the required waiting period. *A **Waiting Period Waiver application form is supplied after page 4***

3. Where to Apply

RESIDENT COUPLES of Wisconsin must apply in the county in which either party resides. They are then permitted to be married anywhere in Wisconsin.

RESIDENTS MARRYING NON RESIDENTS: The couple must apply in the county in which the Wisconsin resident resides. They are then permitted to be married anywhere in Wisconsin.

NON RESIDENT COUPLES must apply in the Wisconsin county in which they will be married.

4. How to Apply

BOTH PARTIES APPLY TOGETHER IN PERSON: If you are applying for a marriage license in Vilas County, both bride and groom must apply together in person at the County Clerk's office, located in the Vilas County Courthouse, 330 Court Street, Eagle River, WI.

APPLICATION CONDUCTED IN ENGLISH: Each applicant should be able to read and understand English. If not, the applicant(s) may provide a translator. The bride or groom may not translate for each other. With sufficient prior notice, a translator can be provided by the County.

5. Proof of Identity and Residency

Two (2) forms of I.D. must be presented by each individual at the time of application

PICTURE I.D.: Each individual must present an unexpired government issued picture I.D. at the time of application which also lists the current place of residency. If the address listed on the unexpired picture I.D. is no longer valid, you must present additional documentation, such as a utility bill or bank statement in your name, indicating the current address.

A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE is required to be submitted. Certified copies of Birth Certificates are issued by the local government entity in which the birth was originally recorded and contain the raised seal and signature of the registrar. Photo copies of Certified Birth Certificates are not acceptable. Hospital (souvenir) issued birth "certificates" and baptismal certificates are not acceptable.

TRANSLATION OF LEGAL DOCUMENTS. If any of the identity/proof of residency/proof of eligibility documents are not in English, they must be translated by either an official professional translator (notarized translation statement) or a third party translator. The third party translator could be a government employee, a teacher, someone from an ethnic assistance center, or some other person with proficient language skills. You cannot submit documents translated by yourself or by friends or relatives. ***A Translator Certification Statement form is supplied after page 4***

FOREIGN NATIONALS: Certain I.D., such as Metricular Cards or U.S. consular issued passports are not acceptable per the State Vital Records Office. Valid passports from the country of origin are accepted for I.D. If you have questions regarding the required documents, contact the County Clerk's office.

SOCIAL SECURITY NUMBER: Each individual must know their Social Security number.

6. Previously Married Individuals

PROOF REQUIRED: You must present proof of how your previous marriage ended.

DIVORCE: You must present official divorce documents clearly indicating the date that the divorce was granted and filed.

Wisconsin prohibits all divorced individuals from marrying in Wisconsin until six (6) months after the date of the final decree of the divorce. This also applies to individuals divorced in and/or who reside in another state. There is no provision for waiving the six (6) month waiting period for any cause.

WIDOWS/WIDOWERS must submit a certified copy of the deceased spouse's Death Certificate.

7. Marriage Officiants

OFFICIANT INFORMATION: The marriage officiant is the individual who will perform the marriage ceremony, as defined pursuant to §765.16 and §765.17 Wisconsin Statutes. The officiant's name, title, address and phone number is required at the time of application for a marriage license.

REQUIRED AGE: The officiant must be at least 18 years old to perform a marriage.

CIVIL OFFICIANTS: Judge of a Court of Record in Wisconsin - Reserve Judge - Court Commissioner – Family Court Commissioner – Municipal Judge – Tribal Judge. All of the above may perform marriages at any location in Wisconsin. Contact the Vilas County Clerk of Courts at 715-479-3632 for a list of Vilas County civil officiants.

RELIGIOUS OFFICIANTS: Ordained Clergy - Licentiate of a Denominational Body - Appointee of any Bishop.

Out of state clergy are no longer required to obtain a letter of sponsorship to perform marriages in Wisconsin.

INTERNET ORDAINED AND NON-TRADITIONAL RELIGIOUS AND CULTURAL OFFICIANTS.

Wisconsin does not have a state registration system for religious officiants. It is up to the bride and groom to find out if their officiant can legally perform marriages in Wisconsin. Neither the Vilas County Clerk nor the State Vital Records Office is able to confirm the legality of a religious officiant. If you have a question about the legality of the marriage officiant you have chosen, you may want to seek legal counsel.

8. Place of Marriage

PLACE OF MARRIAGE: The local municipality (city, village or town) in which the marriage ceremony takes place must be listed on the license application.

9. Marriage License Application Fee

FEES: The marriage license application fee is \$65.00, payable at the time of application by cash or personal check.

Important Marriage License/Certificate Facts

- The Marriage Certificate, referred to as the Marriage License until the completion of the marriage ceremony, is a legal document and a Vital Record, which must be applied for and completed according to strict statutory guidelines.
- There can be no alterations on the Marriage Certificate. No whiteouts, no erasures, no cross outs.
- All entries on the Marriage Certificate, including signatures, must be in **BLACK INK** to insure legible photocopies and clear images for microfilming.
- The officiant performing the ceremony may NOT place a seal on the Marriage Certificate.
- Neither the Register of Deeds nor the State of Wisconsin Vital Records Office will accept a Marriage Certificate if any of the above occurs. It will be returned and a new, properly completed record will be required, for an additional fee.

- Your marriage will only be officially recognized if the Marriage Certificate is properly filed with the Register of Deeds in the county in which your marriage took place. You must file the completed Marriage Certificate no later than three (3) days after the marriage ceremony takes place.
- You cannot keep your original Marriage Certificate nor make copies of it.
- Certified Copies of your Marriage Certificate may be purchased in the office of the Register of Deeds of the county in which your marriage ceremony took place.

Changing Your Last Name after Marriage

- Most agencies will accept a Certified Copy of a Marriage Certificate as proof of name change after marriage.
- Name and marital status change for Social Security purposes and for your driver's license needs to be completed through those respective agencies.

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**APPLICATION AND AUTHORIZATION FOR
WAIVER TO MARRY WITHOUT DELAY**

Applicant: _____
Current Name – First, Middle, Last

The applicant named above states that

- (1) he/she resides in _____ County, State of _____;
- (2) neither party to the intended marriage is now married and no legal impediment exists;
- (3) there is no objection raised to this marriage by any parent or legal guardian of either party; and that
- (4) the reason for applying for an order to dispense with the 5-day waiting period after application for license is as follows:
 - The applicant is dangerously ill and such illness is likely to result in death.
 - The applicant is in the military and is expecting to be relocated.
 - The applicant works or attends school at a location that is distant from the county and from which it is difficult to make application at least 5 days in advance.
 - Other circumstances (Specify.) _____

The applicant requests that the marriage of _____
Bride's Current Name – First, Middle, Last
to _____ **occur without delay and that the 5-day**
Groom's Current Name – First, Middle, Last
waiting period after application for license to marry be waived.

STATE OF WISCONSIN
COUNTY OF _____ **ss.** }

I, _____, being first duly sworn, attest that I am
Full Current Name of Applicant – Typed or Printed
the applicant named above, that I have read and understand the information above, and that all of the information above is true and correct to the best of my knowledge.

SIGNATURE – Applicant Date Signed

SIGNATURE – Witness (County Clerk or Deputy)

The marriage of the above-named bride and groom is authorized to occur without the 5-day waiting period after application for license.

SIGNATURE – County Clerk or Deputy Date Signed

TRANSLATOR CERTIFICATION STATEMENT

I, _____, certify under penalty of perjury that I understand and am fluent in the English language and the _____ language.

The attached translation in English of _____
name of applicant
_____ is a true and accurate translation of the original
name of document
document(s) in _____.
foreign language

The attached translation consists of _____ pages and I have initialed each page. I confirm that the translation has the same meaning as the original document which I have examined.

NOTE: This certification must be attached to the translation.

Dated this _____ day of _____, 20____.

Printed Name of Translator

Signature of Translator