



## Marriage License Checklist

- Certified copy of birth certificate
- Proof of county residency (e.g., Wisconsin driver license or bill)
- Copy of signed/stamped Final Judgment of divorce, annulment papers, or certified death certificate of the spouse from previous marriage
- Applicants 16 and 17 years of age must have parent or legal guardian consent forms properly executed
- Both applicants must sign in person before the County Clerk or Deputy County Clerk when applying for the license
- Date & place of marriage ceremony
- Name, address & phone number of the officiant
- Social Security Number required
- Cost of marriage license must be paid at the time of application (*Cash or Check Only*)

**Without all of the required information, a marriage license will not be issued.**

## CIVIL CEREMONIES

Waushara County has three Court Commissioners who will perform civil ceremonies for a fee. If applicants are interested in having a civil ceremony, they must contact the court commissioners directly to make arrangements.

**Atty. Robyn Blader**  
405 W. Main St.  
Wautoma, WI 54982  
(920) 787-4623

**Atty. Tom Lorenson**  
107 S. Ste. Marie St.  
Wautoma, WI 54982  
(920) 787-3375

**Atty. Joan Olson**  
221 S. Scott St.  
Wautoma, WI 54982  
(920) 787-3515

### *BRIDES...*

If you change your name, let Social Security know. (There is **never** a charge for this service.) To provide proof of marriage/name change, you will need a copy of your marriage certificate (available in the **Register of Deeds** in the county in which you were married). Earnings, tax and other reports may be confused unless you apply to have your Social Security card reissued. **Forms are available in the County Clerk's Office.**

*Office Hours for Applications:*  
**Monday – Friday**  
**8:00 A.M. to 4:00 P.M.**  
(No appointment necessary)

## MARRIAGE LICENSE APPLICATION INFORMATION



*As Required by Chapter 765,  
Wisconsin Statutes*

**Megan Kapp,  
Waushara County Clerk**

**Courthouse**  
209 S. Ste. Marie St.  
Wautoma, WI 54982

[www.co.waushara.wi.us](http://www.co.waushara.wi.us)

**Tel: (920) 787-0442**

## WHAT YOU NEED TO KNOW

### WHERE TO APPLY:

Wisconsin residents must apply for the license in the county where one applicant has resided for *at least 30 days*.

If both applicants are residents of **another state**, then they must apply in the Wisconsin county where they will be married.

### WHEN TO APPLY:

The license is **valid for only 30 days from the date of issuance**. Consequently, applicants should not apply more than 30 days before the wedding date. There is a **five-day waiting period** from the time the applicants apply to the time the applicants may pick up the license.

The County Clerk or Deputy County Clerk may, in special and unique circumstances, issue a marriage license less than five days after application if the applicants pay an additional fee of \$10. **Applicants must have all required materials at the time of application/issuance.**

### APPLICATION PROCESS:

When **applying for a marriage license**, **both applicants need to be present**, and both must sign the application. Only one must sign the actual marriage license before it will be issued. With the applicants' signatures, they are taking an oath that the marriage is lawful and all information given on the application is correct. Marriage is a legal contract, so it is important that both applicants understand fully what they are undertaking. **If applicants are not fluent in English, they must bring an interpreter who is not a relative.**

### ELIGIBILITY REQUIREMENTS:

#### PROOF OF RESIDENCE

Applicants must show proof of residence. (Wisconsin driver license, utility bill, etc.)

#### AGE

Applicants must be 18 years of age. Applicants may apply for a license at the age of 16 or 17, but parents or legal guardians **must give written consent**.

Forms of Consent are available in the County Clerk's Office. Parents' or guardians' **signatures must be notarized**.

#### PREVIOUS MARRIAGES

If applicants were married before, they must provide a copy of the **Final Judgment** of the latest divorce or a **death certificate**, whichever is applicable. A person who is divorced is prohibited from marrying until at least **six (6) months** have passed since the applicant's **latest divorce was finalized**.

### BIRTH CERTIFICATES:

Wisconsin State Statute Sec. 765.09(3) requires all applicants to show **certified copies** of their birth certificates, which must be provided at the time of application. **Applicants can obtain a certified copy from the Register of Deeds Office in the county of their birth or from the State Department of Health & Vital Statistics**. A certified copy bears a statement that the applicants' records are on file and also carries a raised seal of the registrar.

**Wisconsin Office of Vital Records:**  
8:00 A.M. to 4:15 P.M., Monday-Friday,  
(608) 266-1373

### PLEASE NOTE

A hospital souvenir "birth certificate" is **NOT** acceptable.

If birth certificates are not in English, they must be translated into English and notarized.

### SOCIAL SECURITY NUMBERS:

Effective May 7, 1998, Act 191 mandates the collection of Social Security numbers (cards not required). If the applicants refuse to furnish the number, a license will not be issued.

### OFFICIANT:

When applicants apply for the marriage license, they **MUST** provide the **NAME, ADDRESS & TELEPHONE NUMBER** of the person performing their ceremony.

### APPLICATION FEE:

The marriage license fee is \$80. Special and unique circumstances requiring a waiver of the five-day waiting period costs an additional \$10. **Fees must be paid at the time of application.** (*Cash or Check Only*)

### CERTIFIED COPY OF MARRIAGE CERTIFICATE:

Newly married couples can obtain a certified copy of their marriage certificate in the **Register of Deeds Office** in the county in which they were married.

