

Important Marriage Certificate Facts

The marriage license/worksheet is a legal document and must be completed according to strict statutory guidelines.

Rules applying to the WI Marriage License/Certificate Worksheet follows. Legible corrections to the WI Marriage License/Certificate can be made within the officiant section *by the officiant* according to instructions. Instructions for finalization are provided with the issued license/worksheet. Signatures shall be done in black ink.

The Register of Deeds / State of WI Vital Statistics will not accept a marriage certificate or license/worksheet except when properly completed according to the instructions provided by the WI Department of Health Services.

Proof of marriage requires couples to obtain a certified copy of the WI Marriage License available at any Register of Deeds office in the State of Wisconsin (obtain approximately one week after the ceremony).

Changing Last Name by Marriage: By common practice, most agencies will accept a certified copy of a marriage license as proof of name change *after marriage* if you chose a standard change (i.e. either or both of you use both of your last names or change to one of the last names).

Certified copies of your marriage license may be purchased at any Register of Deeds office in the State of Wisconsin.

Name change for Social Security or your driver's license needs to be completed through the respective agencies.

If you are interested in having a civil type ceremony, the following judges & commissioners perform marriages. You must contact them directly to make arrangements.

Outagamie County Judicial Departments

Judge Mark McGinnis
Circuit Court 1
(920) 832-5152

Judge Nancy Krueger
Circuit Court 2
(920)832-5153

Judge Mitchell Metropulos
Circuit Court 3
(920) 832-5245

Judge Gregory Gill, Jr.
Circuit Court 4
(920) 832-5602

Judge Carrie Schneider
Circuit Court 5
(920) 832-1550

Judge Vincent Biskupic
Circuit Court 6
(920) 832-6038

Judge John A. Des Jardins
Circuit Court 7
(920) 832-4727

Brian Figy
Court Commissioner
(920) 832-5093

Maureen Roberts Budiac
or **Richard Rowland**
Asst. Circuit Court Commissioners
(920) 832-5057

Mark Schroeder
Family Ct. Commissioner
(920) 832-5057

MARRIAGE LICENSE APPLICATION INFORMATION



Compiled by

Outagamie County Clerk

Lori J. O'Bright

*Courthouse Administration
Building*

**320 S. Walnut Street
Appleton, WI 54911
(920) 832-5077**

www.outagamie.org

Office Hours for Applications:

**Monday – Friday
8:00 a.m. to 4:00 p.m.**



♥ Where to Apply:

Residents of Wisconsin apply in the county in which they reside.

Out of State Residents apply in the county in which they will be married.

Both must show proof of residence (driver's license, utility invoice, etc.)

♥ When to Apply:

Application must be made at least six (6) full days before the ceremony date, but no more than 30 days. The couple must apply in person together.

The 5-day waiting period (*day of application not counted*) is *only* waived at the discretion of the County Clerk for sufficient reason (Example: *Both applicants from out of state or military applicants on leave*). The waiver fee is \$25 and proper application documentation *must* be presented.

♥ Age:

Persons are of age to marry without parental consent at age 18. Signed parental consent of both parents or guardians is required at the time of, or prior to application for 16 and 17 years of age. Forms are available at the time of application.

Certified birth certificates are required -- this is a state or county certified birth certificate which has the official seal and signature of the Register of Deeds. Hospital or baptismal certificates are unacceptable; damaged/altered records are also unacceptable.

If you are NOT a U.S. Citizen, you must provide the same proper ID and standard proof of eligibility to marry. *Any document not in English must have attached to it a certified or notarized translation. The couple must speak and be able to read English. If not, the applicant(s) must provide a translator. The couple may not translate for each other.* Also, note that certain ID, such as Metricular Cards, are acceptable as a secondary form of identification per the State Vital Records Office. Valid passports from the country of origin are accepted for ID. If you have questions regarding the required documents, please call the office.

Other Information Required at the Time of Application in Addition to the Preceding:

❖ Social Security Numbers - only need to know your number, cards are not required.

❖ By Who, When, and Where you will be married. Know officiant name, phone number, address, and email. Know address of ceremony location. This information must be arranged before making application for license.

WARNING: Mail order/internet ordained persons may not be qualified officiants to perform marriages. Neither our office, nor the State Vital Records Office, will confirm the legality of a religious officiant. Wis. Statutes 765.16 provides additional information.

If you question the legality of your chosen officiant, you may want to seek legal counsel.

❖ Years of Education Completed

❖ Parents' First, Middle, and Last Name
(Mother's Maiden Name)

❖ Place of Birth

❖ Email address (if applicable)

❖ If you were previously married: You must show proof of how your last marriage ended. Signed copies of judgment of divorce, court annulment papers, or a certified copy of the spouse's death certificate must be provided.

❖ If your last marriage ended by divorce, you cannot marry in Wisconsin until 6 months after the date of final decree of your divorce, even if you were divorced in and/or reside in another state. There is no provision for waiving the 6 month waiting period for any cause.

❖ Two witnesses names

❖ Application Fee: The Outagamie County application fee is \$110 (effective 1/1/2018), non-refundable. Debit/credit cards use-additional \$2.42 fee.

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

What to Bring Along When You Apply:

❑ Apply at least six (6) days before date of ceremony but no more than 30 days from issue date. Allow sufficient time as the County Clerk's Office is not open weekends or certain holidays.

❑ Couple needs to provide a valid picture ID (such as a driver's license) and proof of county residence. (At least one applicant must have resided in Outagamie County for the last 30 days. Both must prove residency if picture ID does not have current address. Residency document must be dated at least 30 days prior to the date of application. Out of state applicants apply at county of marriage.)

❑ Certified State or County birth certificates (hospital certificates or birth registration forms are not acceptable, nor will damaged or altered record be accepted).


❑ Parent's first, middle and last name (mother's maiden name). Provide correct spelling if not provided on birth certificate.

❑ Date of Ceremony; officiant name, phone, address, and email; ceremony location; and two witnesses names.

❑ Your Social Security number.

❑ If previously married, signed copies of the Judgment of Divorce, court annulment, or certified copy of spouse death certificate.

❑ Years of completed education; email addresses (if applicable).

❑ Application fee \$110 (effective 1/1/2018) – Cash, check, or debit/credit cards (debit/credit cards are charged an added \$2.42 fee). 

Information provided in this brochure is not inclusive, and lists the minimum requirements for a marriage license. Refer to WI State Statute 765 for additional regulations.