MARRIAGE LICENSE INFORMATION

Only For Marriages Performed in Wisconsin
(As required per WI Stat., Ch. 765)

Compiled by
Outagamie County Clerk
Lori J. O’Bright

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

www.outagamie.org

Applications by Appointment

Due to COVID-19, appointments are made on a weekly basis only. First call/first scheduled (starting Monday each week).

At the interview, only the couple (and translator, if required) will be allowed to attend. FACE COVERINGS ARE REQUIRED AS OF 7/13/2020 DUE TO COVID-19.

Monday – Friday
8:30 a.m. to 3:30 p.m.

CIVIL CEREMONIES/
COURTHOUSE WEDDINGS

Arrangements must be made directly with judges/commissioners as listed below (not through County Clerk’s Office).

Outagamie County Judicial Departments

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

Judge Emily Lonergan
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 Buddiac
or Richard Rowland
Asst. Circuit Court Commissioners
(920) 832-5057

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

Important Marriage Certificate Facts

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

Application/ Corrections/ Wait Period/ Filing:
- Instructions are provided at the interview with the issued WI Marriage License/Certificate Worksheet.
- Utilizing the license/certificate to conduct a marriage during the wait period invalidates the marriage (see Waivers for alternatives). The license must be used for a marriage on or up to 30 days following the issuance date.
- Legible corrections to the WI Marriage License/Certificate can be made within the officiant section by the officiant according to instructions.
- Black ink is recommended for all signatures.
- 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.

Certified Marriage Licenses/ Name Change:
- 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). Contact the Register of Deeds office for any additional information.
- 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).
- Name change for Social Security or your driver’s license needs to be completed through the respective agencies.
**Where to Apply:**

Residents of Wisconsin - Apply in county of residence.

Out of State Residents - Apply in county where ceremony is being performed.

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. Couples must apply in person together.

Waiting period waivers are only waived at the discretion of the County Clerk, sufficient reason (Example: Both applicants from out of state or military applicants on leave), call to verify. Waiver fee is $25 and all 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 Cards** – For security and confidentiality, a Social Security Card must be presented to the County Clerk’s Office staff if a social security number has been issued to him/her.

- **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:** Qualifications of officiants to perform marriages is not verified by the County Clerk or State Vital Records Office. Couples are legally responsible to determine the legality of their officiant. Wis. Statutes 765.16 provides additional information as to whom may perform a ceremony.

If you question the legality of your chosen officiant, you must 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 $115 (effective 1/1/2020), non-refundable. Debit/credit cards use additional $2.53 fee.

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

### Checklist for Interview Appointment:

- **Time - Apply at least six days before date of ceremony but no more than 30 days. Allow sufficient time as the County Clerk’s Office is not open weekends or certain holidays (may require more than six days).**

- **State Driver’s License/ID (current address on DL/ID provides proof of residence) – must be valid** - Couple must provide a valid government issued picture ID with signature (ex. 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). Provide parent’s first, middle and last name (mother’s maiden name). Provide correct spelling if not provided on birth certificate.

- **Social Security card** (if one has been issued to you).

- **Judgment of Divorce, court annulment, or certified copy of spouse death certificate. If previously married, document of how that marriage ended.**

- **Ceremony Information** – Provide date of ceremony; officiant name, phone, address, and email; ceremony location; and two witnesses names.

- **Verbal Information** - Years of completed education; email addresses (if applicable).

- **Application fee $115** – Cash, check, or debit/credit cards (debit/credit cards are charged an added $2.53 convenience fee).