

APPLICATION CHECK LIST:

- ☐ **Date of Ceremony**
- ☐ **Apply at least four (4) days before date of ceremony but no more than 60 days from issue date. Allow sufficient time as the County Clerk's Office is not open weekends or certain holidays.**
- ☐ **Current Valid Photo ID**
- ☐ **Proof of Residency**
(If photo ID does not contain current address, the applicant can provide a dated utility bill or other official correspondence addressed to the applicant with the applicant's current street address.)
- ☐ **Certified State or County birth certificates**
(hospital certificates or birth registration forms are not acceptable, nor will damaged or altered records be accepted).
- ☐ **Parent's first, middle and last name (mother's maiden name). Provide correct spelling if not provided on birth certificate.**
- ☐ **Officiant name, phone, address, and email; ceremony location; and two witnesses names.**
- ☐ **Your Social Security number (if applicable)**
- ☐ **If previously married, signed copies of the Judgment of Divorce, court annulment, or certified copy of Spouse's death certificate.**
- ☐ **Years of completed education; email addresses (if applicable).**
- ☐ **Application fee \$75 – Cash or check made payable to *Forest County Treasurer***

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.

If you are interested in a civil type ceremony the following, Judge and Commissioner perform marriages. You must contact them directly to arrange prior to obtaining your marriage license.

Judge Leon Stenz
Circuit Court
715-478-2329

Deborah Hatfield
Family Ct. Commissioner
715-478-2329

MARRIAGE LICENSE APPLICATION INFORMATION



Compiled by
Forest County Clerk
Nora Matuszewski

County Clerk's Office
200 E Madison St
Crandon, WI 54520
(715)478-2422

www.co.forest.wi.gov

Office Hours for Applications:
Monday – Friday
8:30 a.m. to 4:00 p.m.



INFORMATION GUIDE

♥ Where to Apply ♥

You can obtain a marriage license from the clerk of any county in the State of Wisconsin. If applying for the license in Forest County, marriage license applications may be completed Monday through Friday, 8:30 a.m. to 4 p.m. in the Office of the Forest County Clerk - Room 201.

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

♥ When to Apply ♥

Application must be made at least four (4) full days before the ceremony date, but no more than 60 days. The couple must apply in person together.

The 3-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.

Certified birth certificates are required -- this is a state or county certified birth certificate with 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.* 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 (if applicable) - only need to provide number, physical cards are not required.

❖ When, Where, and by Who you will be married by. Officiant name, phone number and address, address of ceremony location. This information must be arranged *before* applying for marriage license.

WARNING: Mail order/internet ordained persons might 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

❖ 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.

❖ The \$75, non-refundable application fee is due at the time of application. If the couple should be unable to apply within the required time due to extenuating circumstances, the County Clerk may waive the waiting period for an additional charge of \$25.

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 Certificate available at any Register of Deeds of any County in 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 certificate 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 certificate may be purchased in 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.