

REQUIREMENTS TO APPLY

Residency: Couple applies in a Wisconsin county where one or both parties have resided for at least the last 30 days. If the parties reside in 2 different Wisconsin counties, the couple has the choice of which county they want to apply. If both parties are residents of another state, application is filled out in the county of the ceremony.

Ceremony: Must be scheduled before the couple comes in to apply for the license. Any ordained minister, priest, Judge, Court Commissioner or other person qualified to be an officiant may perform the ceremony. Couples make their own arrangements. (Judges and Commissioners are listed on second page).

WARNING: If a couple has concerns about the legality of an officiant that they are planning to use for their marriage, they should contact an attorney for a determination.

Marriageable Age: Any person who is 18 years old can marry. If a person is 16 or 17, the license will be issued only with written consent of both biological parents, legal guardians, or custodians. Consent forms are available in the County Clerk's office.

TIME PERIODS

To apply, the couple comes in to the County Clerk's office 6 to 30 days prior to the ceremony.

5-Day Waiting Period: 5 days after having completed the application, the license can then be issued from the County Clerk's office. (See waiver fee information under "Additional Fees".)

License Expiration: The license is valid for 30 days after the date of issuance and the marriage must be performed within the 30 day time period. If the marriage does not occur within this period, a new application must be filled out and fees incurred again.

OTHER INFORMATION

Signatures: Both parties must sign the marriage license application in the presence of the County Clerk or Deputy.

Fee: The License Application fee is **\$100**

Additional Fees

Waiver: Due to extenuating circumstances, for an additional fee of \$25, a waiver may be requested to obtain a license in fewer than 5 days. Applicants must apply a minimum of 48 hours before the ceremony. For example, if your wedding is on a Saturday, the deadline to apply is the Thursday before to ensure a Friday issuance. Licenses will not be issued on weekends or holidays. If a waiver is granted, application and waiver fees are required to be paid in cash only.

If we must complete or finish a marriage license outside our office there will be an additional \$25.00 fee. Outside applications will be considered for extenuating circumstances and are subject to approval

REQUIRED DOCUMENTS PRESENTED TO STAFF

- **Birth Certificate:** Parties are required to present a **state certified** copy of their birth certificate. *NOTE: Hospital birth certificates (with the imprints of your feet) and State Notifications of Birth Registration ARE NOT acceptable; they are not legal documents.* If the birth certificate is not in English, it must be translated. *NOTE: Certified copies of WISCONSIN birth certificates from 10/1/1907 to present can be obtained from ANY Register of Deeds office in the State of Wisconsin. You do not need to return to your County of Birth.*
- **Photo ID:** Each party must present photo identification. (*Examples: Driver's license, passport, resident alien card, school ID, etc.*)
- **Proof of Residence:** Documentation showing a current name and address for proof of residency is also required. (*Examples: Driver's license with current address, rent receipt, checking account, utility bill, etc.*)
- **If Previously Married:** Party must present a Death Certificate, State Annulment, or final Divorce Judgment – documents are typically titled: Findings of Fact, Conclusions of Law and Judgment OR Judgment of Divorce. In Wisconsin, divorced person(s) must not remarry until 6 months after the granting of the Judgment of Divorce **regardless of where the action took place.** If the documents are not in English, they must be translated.
- **Social Security Numbers:** Each party must provide the County Clerk's Office with their Social Security Number. It is not necessary to bring the actual card.

OBTAINING REQUIRED DOCUMENTS

Certified Documents from the Register of Deeds: Copies of WI Birth Certificates, Death Certificates and Marriage

Certificates are available from any Register of Deeds office in the state. Certificates from other states might only be available in the county where the event occurred. The fee in Wisconsin is \$20 for the first copy and \$3 for each additional copy at the time of purchase.

Divorce Judgments from the Clerk of Courts: Copies of final Divorce Judgments are available from the county where the event occurred.

APPLICATION CHECKLIST

_____ **After** ceremony date is scheduled, couple comes in to apply for license 6 – 30 days prior to ceremony. Bring address of where the ceremony is occurring. (Town, City or Village and what County in Wisconsin you are getting married in).

_____ **Officiant Information:** Name, address, and phone number

_____ **Certified copy of birth certificate (Issued by the county or state of birth)** See information under required documents

_____ **Proof of Residency:** EXAMPLES Drivers License, Rent lease or receipt, bank account, Utility bill.

_____ **Photo ID** EXAMPLES Driver's License, State ID Card, Passport, or Military ID

_____ **Proof of Termination of Previous Marriage** (*Findings of Fact, Conclusions of Law and Judgment or Judgment of Divorce with Judge's signature and date, Death Certificate or State Annulment*)

_____ **Social Security Number** (*card not necessary, but must provide SSN if you have one*)

_____ **\$100 application fee (CASH OR LOCAL CHECK).** See additional fee section for possible additional fees and rules.

_____ **Parental Consent Form** if under 18 years old (*If applicable, obtain from County Clerk's Office*)

No Blood Tests or Physicals are
Required in Wisconsin



JUDGES & COURT COMMISSIONERS

Circuit Court Judges

Please call the Judicial Assistant to make an appointment with one of the following Circuit Court Judges located on the 3rd floor of the Courthouse, 811 Harding Street:

BR. I Judge Troy Nielsen (715) 258-6430

BR. II Judge Vicki Clussman (715) 258-6425

BR. III Judge Raymond Huber (715) 258-6437

Municipal Judges

Judge Laurie Shaw (920) 538-0071
New London/Weyauwega

Judge James Jueds (715) 823-7609
Northern Waupaca County

Circuit Court Commissioners

Attorney John Hart (715) 258-7633
100 South Main Street, Waupaca

Attorney Thomas Johnson (920) 982-7200
308 St. John's Place, New London

Attorney David Werth (920) 867-2156
121 East Main Street, Weyauwega

Attorney Michael Meyer (715) 754-5000
111 Grant Street, Marion



Marriage Licenses are issued:

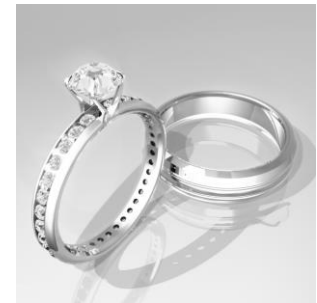
Monday - Friday
7:30 a.m. to 3:45 p.m.
Open during the noon hour

Waupaca County Courthouse
County Clerk's Office
811 Harding Street
Waupaca, WI 54981

(715) 258-6203

The marriage license process takes approximately 15-20 minutes to complete

**Applying for a
Marriage
License**



WAUPACA COUNTY CLERK

Waupaca County Courthouse
County Clerk's Office
811 Harding Street
Waupaca, WI 54981

(715) 258-6203

www.waupacacounty-wi.gov
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