



## ***COLUMBIA COUNTY, WI MARRIAGE INFORMATION***

### **Checklist for Marriage License Applicants**

- ✓ Set the wedding date.
- ✓ Determine if one or both of you live in Columbia County and which city/village/township you reside in.
- ✓ Plan a day that both of you can come to the County Clerk's Office between the hours of 8:00 a.m.-4:00 p.m. Monday-Friday to apply.
- ✓ Obtain certified birth certificates for both of you.
- ✓ Obtain current un-expired government-issued drivers' license or State ID.
- ✓ Know the correct spelling of both parent's full names as well as maiden names.
- ✓ If either applicant has been previously married, obtain your final divorce decree, annulment papers or death certificate.
- ✓ Know the city/village/township and the county in which you will be married in.
- ✓ Bring \$85.00 with you and an additional \$25.00 if a waiver has been granted. We accept cash or debit/credit cards.
- ✓ Obtain sufficient proof of residence. If your photo ID does NOT have your current address, you need 2 additional proofs.
- ✓ Know both of your social security numbers.
- ✓ Obtain correct spelling of officiant's name and title as well as an address and phone number for them.
- ✓ If either applicant is not a U.S. citizen, obtain a current passport.



Susan M. Moll, Columbia County Clerk  
112 East Edgewater Street  
Portage, WI 53901  
(608) 742-9654

## GENERAL INFORMATION

**WHERE TO APPLY:** (1) Wisconsin residents must apply in the County Clerk's Office of the county in which one or both have resided for at least 30 days prior to the date of application. A marriage may be performed in any county in Wisconsin. (2) Wisconsin residents who have not resided in a county for 30 days shall be treated like an "out of state" resident and apply in the county in which they are getting married. (3) If both applicants are out-of-state residents, the license must be issued in the county where the ceremony will be performed.

**HOURS:** Marriage license applications are taken in the County Clerk's Office, Monday through Friday from 8:00 a.m. to 4:00 p.m. Both applicants must apply in person at the same time.

**WAITING PERIOD:** Applications must be made at least 5 FULL days before a license is issued. The 5 day waiting period begins after the date of application and ends on the 6<sup>th</sup> day, which is also the issuance day. Keep in mind that we do not issue licenses on weekends or holidays, so plan accordingly. The ceremony may take place on the date the license is issued or any time within 30 days thereafter. The 5-day waiting period may be waived for good cause by the County Clerk, for an additional fee. This waiver must be requested no later than 5 FULL days in advance of the marriage date.

**DATE AND LOCATION OF MARRIAGE:** Applicants should be prepared to provide the date of the marriage, and the correct spelling of the officiant's name, business address, and phone number. The applicants should also know the municipality (city, village or township) and the county in which the ceremony will take place.

**MARRIAGE LICENSE FEE:** The license fee is \$85.00. If a waiver of the 5-day waiting period is granted, there will be an additional \$25.00 fee. These fees are payable in cash or with a debit/credit card on the day you come to apply for the license. If you use a debit card the transaction fee is \$2.50. If you use a credit card, there a fee depending on the total amount charged. (We do NOT accept checks.)

**TRANSLATOR:** If one of the marriage applicants does not understand or speak English, contact the County Clerk's office prior to applying for the marriage license for further information.

**SOCIAL SECURITY NUMBERS:** Applicants must provide their social security numbers if one has been assigned to them.

## WHAT DOCUMENTS YOU NEED TO APPLY

**PHYSICAL EXAMINATIONS AND/OR BLOOD TESTS:** Not required.

**BIRTH CERTIFICATES:** Certified birth certificates are required for ALL applicants. A certified birth certificate must bear the official embossed seal, and a signature of the state registrar, register of deeds, or city health officer. The seal of a notary public does not suffice for a certified copy of a vital record. The souvenir birth document given by a hospital is NOT a legal document and unacceptable. Be prepared to provide accurate and complete full names of parents. If an applicant is not a U.S. citizen, a current and valid passport is required. If the passport has expired, then the applicant will need to apply for an extension. Also, if the non-U.S. citizen applicant does not have a certified birth certificate, the passport will be sufficient. Or, if the applicant's birth certificate is not in English, they are responsible for having it translated into English and notarized by a third party; the applicant cannot translate it them self.

**AGE REQUIREMENTS:** Persons under the age of 16 may not marry. Persons age 16 and age 17 are required to provide both parent's or legal guardian's notarized written consent to marry. The consent forms are available in the County Clerk's office and must be signed by both parents or guardians in front of a notary public or the County Clerk.

**PROOF OF IDENTITY:** Obtain current un-expired government-issued drivers' license or State ID.

**PROOF OF RESIDENCE:** A current driver's license with a current address is the best proof. If this is not available, each applicant must provide 2 proofs, such as a checkbook, utility bills, income tax record, payroll record, military papers, student record, medical and/or dental bills. If, on the day you apply for a license, you have not resided at your current address for 30 days, be prepared to prove your previous address. Your "residence", for marriage license purposes, is where you have physically lived for the past 30 days.

**FINAL DIVORCE DECREE:** It is not lawful for any person, who is or has been a party to an action for divorce in any court in this state, or elsewhere, to marry again until 6 months after judgment of divorce is granted. You will be required to present the final Judgment of Divorce (with the Judge's or Court Commissioner's signature and final divorce date on such papers), from the last previous marriage when application is made.

**DEATH CERTIFICATES:** A signed certified death certificate must be presented if your last previous marriage was terminated by death.