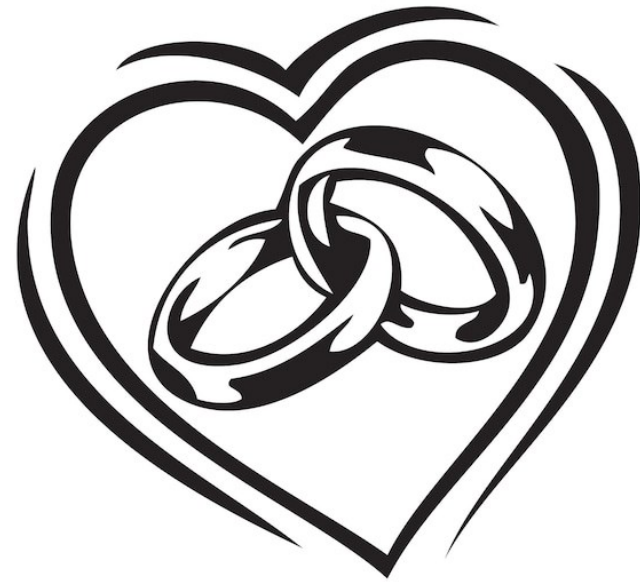




Checklist for Marriage License Applicants

- Set the wedding date.
- Call to schedule an appointment. Marriage license applications are by appointment only.** Plan a day when both of you can come to the County Clerk's Office between the hours of 8:30 a.m.-4:00 p.m. Monday-Friday to apply.
- Obtain a certified copy of a birth record for both of you.
- If either applicant is not a U.S. citizen, obtain a current passport.
- Obtain a current un-expired government-issued drivers' license or State ID.
- Obtain sufficient proof of residence. If your photo ID does NOT have your current address, you must provide additional proof.
- Know the correct spelling of both parent's full names, as well as maiden names.
- Know both of your social security numbers.
- If either applicant has been previously married, obtain your final divorce decree, annulment papers or death record.
- Know the city/village/township and the county you live in.
- Know the city/village/township and the county in which you will be married in.
- Obtain the correct spelling of the officiant's name, as well as an address and phone number for them.
- Bring \$85.00 with you and an additional \$25.00 if a waiver has been granted. We accept cash or debit/credit cards.

COLUMBIA COUNTY, WI MARRIAGE INFORMATION



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

GENERAL INFORMATION

WHERE TO APPLY: Effective July 1, 2022, a marriage license can be obtained from the County Clerk of any county in Wisconsin, and further allows the marriage ceremony to be performed in any county in Wisconsin.

HOURS: Marriage license applications are taken in the Columbia County Clerk's Office, Monday through Friday from 8:30 a.m. to 4:00 p.m. Both applicants must apply in person at the same time. **Applications are by appointment only.**

WAITING PERIOD: Applications must be made at least 3 FULL days before a license is issued. The 3 day waiting period begins after the date of application and ends on the 4th day, which is also the issuance day. Please note marriage licenses are not issued on weekends or holidays, so plan accordingly. The ceremony may take place on the date the license is issued or any time within 60 days thereafter. The 3 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 3 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 3 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.

PHYSICAL EXAMINATIONS AND/OR BLOOD TESTS: Not required.

WHAT DOCUMENTS YOU NEED TO APPLY

BIRTH RECORD: Certified birth records are required for ALL applicants. A certified birth record 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. 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 proof of their current address, such as a checkbook, utility bill, income tax record, payroll record, military papers, student record, medical and/or dental bills, etc. 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 RECORD: A signed certified death record must be presented if your last previous marriage was terminated by death.