

Marriage License Application Instructions

1. Please fill out all information in brackets for the First and Second Party on the top of the page. Start with:

First, Middle, and Last Name of each Applicant

Birth surname if it is different from your current surname

Social Security Number (if you do not have a Social Security Number please use your Passport Number)

Date of Birth

State or Foreign Country of Birth

Gender

City, State, Zip Code, and County of Residence

Number of this marriage (if this is not your first marriage please state the number of the marriage this will be for you, and how your previous one ended and when)

Race

Highest level of education (5 years of college is highest this application goes)

2. On the second sheet of the application please fill out the date you plan to get married along with each party's phone number and address.
3. Slide application under the door.
4. We will need to see one form of photo id from each party, so please hold them up in the window.
5. The fee is \$60.00, which covers your license and certified copy of your marriage license, which we will mail to you once the license is recorded. Please slide form of payment under the door. We accept all forms of payment, but credit card will charge you an additional \$1.47. We will return your credit card under the door, along with any change we owe you.
6. We will then slide an envelope under the door for you to address where you will like your certified copy mailed. Once that is completed please return it under the door. We will then slip your marriage license, certificate, and a return address stamped envelope the license can be returned to us in. Instructions on how to complete the marriage license will also be enclosed in the envelope.