



MONROE COUNTY'S MARRIAGE LICENSE CHECK LIST

All items listed below pertain to both Applicants

- You must be at least 18 years of age, or 16 years of age with Parental Consent form filled out in front of the County Clerk/Deputy or Notary Public.
- You must apply for your marriage license at least 6 calendar days before your marriage, but not more than 30 days prior.
- You must get the marriage license in the county you reside and then you can be married anywhere in the state. (If the applicants are from separate counties, you may go to either county). Non-residents must get their license in the county that the marriage takes place.
- A Social Security number is required.
- Required** – A certified English birth certificate, (a *hospital birth certificate is unacceptable*); current (unexpired) photo ID; and proof of residency (*drivers license if address is current, utility bill, rent receipt, bank statement, payroll stub, etc.*) is necessary. Proof of residency must include your physical address, a P.O. Box is unacceptable.
- Previous Marriages:** If either has been divorced, "Final" divorce papers are required; it must be 6 months from the final date of divorce, regardless what state the divorce takes place. Divorce papers must be file stamped from the county in which the divorce took place and contain the judge's signature. If annulled, annulment papers are needed. Annulment papers must be file stamped from the county in which the annulment took place. If widowed, a certified death certificate is required.
- There is a \$75.00 charge for the license. Cash or Check Only.
- An additional \$25.00 fee is charged if the 6-day waiting period is waived. Waivers can only be issued under approved circumstances. Under no conditions can the waiting period of 6-days be waived if under the age of 18.
- Marriage license hours are 8:00 a.m. – 11:30 a.m. Monday through Friday by appointment. Both Bride & Groom must be present at the County Clerk's Office.
- Any questions please call the County Clerk's Office 608-269-8705.
- Having correct spelling of your Officiant first, middle, and last name, along with their mailing address/phone number/email will help in filling out worksheet but not required.