

## MARRIAGE LICENSE APPLICATION CHECKLIST

- Valid photo ID; i.e.: driver's license; Matricula or consular cards are not accepted.
- Proof of residency for each applicant
- Certified birth certificates from the county or state in which you were born
- Previous marriage documents - death certificate, final divorce judgment, divorce decree, or legal annulment
- Date of ceremony
- Location of ceremony; the county and municipality (township, village or city) where the ceremony will take place
- Officiant information; name, address, telephone number
- Social Security number if one has been issued
- \$110.00 **CASH** application fee plus \$25 waiver fee, if authorized by County Clerk
- Foreign Language - Documents in another language must have a certified English translation. Persons, who do not speak and/or understand English, must bring an interpreter not related to the applicants.



## AFTER THE CEREMONY

### Marriage Certificate

Your officiant has three business days from the date of the wedding to file your license with the Register of Deeds in any county in Wisconsin. After filing, a certified copy of your marriage certificate may be obtained from any Register of Deeds office in Wisconsin.

### VITAL RECORDS

#### How to obtain Birth or Death Certificates

If the birth or death occurred in Wisconsin, please contact:

Register of Deeds  
730 Wisconsin Ave.  
Racine, WI 53403  
262-636-3208

Or [www.dhs.wisconsin.gov/vital-records](http://www.dhs.wisconsin.gov/vital-records)

If the birth or death occurred in another state, go to: [www.cdc.gov/nchs](http://www.cdc.gov/nchs)

#### How to obtain Divorce Judgments or Annulment Judgments

Copies of final divorce or annulment judgments are available from the county where the event occurred. To obtain judgment from Racine County, please contact:

Clerk of Courts - Family Court  
Courthouse - 3<sup>rd</sup> Floor  
730 Wisconsin Ave.  
Racine, WI 53403  
262-636-3155

## Racine County Marriage License Information

Chapter 765 Wisconsin State Statutes



**Wendy M. Christensen**  
Racine County Clerk

Application **appointments** taken weekdays at these locations:

Racine County Courthouse (8:30 am - 4:00 pm)  
County Clerk's Office - 1st Floor  
730 Wisconsin Avenue  
Racine, WI 53403  
1-800-242-4202  
262-636-3121(general information)  
262-636-3482 (to make an appointment)

Or

City of Burlington (8:30 am - 4:00 pm)  
300 N. Pine Street  
Burlington, Wisconsin 53105  
262-342-1161(to make appointment)

[www.racinecounty.com/departments/county-clerk](http://www.racinecounty.com/departments/county-clerk)



## **RESIDENCY REQUIREMENTS**

Residents of Wisconsin may apply in any county in the state for a marriage license. The license may be used anywhere in the State of Wisconsin.

**Both** applicants are required to provide proof of primary residency for the last 30 days. Acceptable forms of residency include: valid driver's license, non-driver's identification card, utility bill, bank statement, pay stub, any government issued document, etc., listing the person and current address.

**Out-of-state residents:** Out-of-state residents are required to present the same documents as a resident. Contact the County Clerk's office for more information.

## **WHO MAY MARRY**

The minimum age to marry is 18 years of age. Applicants who are 16 or 17 years of age must have both parents' consent or the consent of their legal guardian or court-appointed custodian. Both parents, guardian or custodian of the minor(s) must be present when the application is being made and present photo I.D. to complete and sign a consent form in the County Clerk's office at the Courthouse location.

No marriage shall be contracted between persons who are nearer of kin than second cousins, except that marriage may be contracted between first cousins where the female has attained the age of 55 years or either party has documented proof of sterilization.

## **FEE**

The marriage license fee is **\$110.00 CASH ONLY** payable at the time of application.

In cases of extreme emergency, you may petition the County Clerk for a waiver of the three (3) day waiting period, the waiver fee is \$25.00. Contact the County Clerk's office for more information.

## **PHOTO ID**

Both applicants must present non-expired, photo identification such as a driver's license or state ID. Matricula or consular cards are not accepted.

## **PROOF OF AGE - Birth certificates**

Both applicants must present certified copies of their birth certificates (hospital certificates or birth registration forms are not acceptable). Certified birth certificates have a statement stating that they are true and correct copies of the birth certificate and have an official seal (this seal could be an embossed seal or a colored seal). Birth certificates not in English will require a notarized translation of the certificate to English. Birth certificates from Puerto Rico, must have an issue date of July 1, 2010 or later.

## **CEREMONY OFFICIANT**

Any ordained clergy of any religious denomination or society, court commissioners, any judge of a court of record, reserve judge, or municipal court judge may perform the ceremony. Applicants make their own arrangements. The name, mailing address and telephone number of the person performing the ceremony is required. A list of judges and court commissioners is available in the County Clerk's office or Burlington City Hall and can be found on our website at

[www.racinecounty.com/departments/county-clerk](http://www.racinecounty.com/departments/county-clerk)

## **PROOF OF PREVIOUS MARRIAGE DISSOLUTION - Divorce, Death or Annulment**

If an applicant was previously married, a filed copy of the final judgment of divorce, legal annulment, or certified death certificate of the most recent previous marriage, must be shown at the time of application. In Wisconsin it is unlawful for any person to marry until six (6) months after the date of the granting of a judgment of divorce, regardless of where the divorce was granted.

## **WHEN TO APPLY**

It is advisable that you apply for your license at least two (2) weeks before the wedding. After the marriage license application has been made, there is a three (3) day waiting period starting the following day before it can be issued. Once the marriage license is ready to release, it is valid for 60 days in the State of Wisconsin. Both applicants must appear to swear, or affirm, the information provided on the application is correct.

## **FOREIGN LANGUAGE**

Any document not in English must have attached to it a certified or notarized translation. Both applicants must speak and be able to read English. If not, the applicant(s) must provide a translator (non-relative). The applicants may not translate for each other.

## **JAIL MARRIAGE**

Please contact the Jail Chaplain for more information on how to obtain a marriage license with an incarcerated individual. The cost is **\$135.00 CASH ONLY** and is nonrefundable.

*The regulations contained in this pamphlet are governed by the laws of the State of Wisconsin. The regulations are the same statewide. The cost of a Marriage license and Waiver Fee may vary from County to County.*