



Checklist: Application for Marriage License

(Please check YES/NO for EVERY question below and return this page with your application)

YES NO

Did each applicant fill out ALL of the information?

Each applicant must COMPLETELY fill out questions 1-9.

Is the form written out very clearly and legibly?

If we are unable to read your handwriting, it will delay the process. PLEASE PRINT CLEARLY.

Did you fill out the left side of the form?

Please make sure phone numbers for each applicant and mailing is filled out completely.

Are you going to change your last name after marriage?

If yes, write new last name in SURNAME (AFTER MARRIAGE) in question 1.

Do both applicants speak English?

If no, you **must** bring an own interpreter.

The partner is not permitted to translate for their future spouse.

Did BOTH applicants bring 2 Forms of ID?

2 Forms of Identification are necessary, one from each column per person.	
Column 1	Column 2
Proof of age and identity:	One current identification related document with photo:
* A Certified Record of Birth.	* Valid, current U.S. Driver's License or valid U.S. non-driver's license.
* A Baptismal Record.	* Valid Passport, non U.S. passports must have current VISA.
* A Naturalization Record.	* U.S. Military Identification.
	* Valid and unexpired Green Card.

Photocopies of the above documents will not be accepted as proof of identity.

Does ALL information on the application match your original birth certificate? (your name, your parents' names, etc)

Is the ORIGINAL Birth Certificate in a foreign language?

If yes, we will need an OFFICIAL TRANSLATION with the Original Birth Certificate.

Has either applicant been married before?

If yes, complete #9 on the application. The Divorce Decree or Death Certificate is required.

A Marriage License is valid and active after 24 hours and expires in 60 days. This means that the wedding must take place within 60 days of obtaining the license and after 24 hours of obtaining the license.