

**MARRIAGE LICENSE APPLICATION**  
**KIMBERLY S. BUSHEY**  
**WALWORTH COUNTY CLERK**

RESIDENTS OF THE STATE OF WISCONSIN: if either applicant is a resident of Wisconsin, they must apply before the County Clerk of the County in which either is a resident for at least 30 days. They may be married in any county in the State of Wisconsin.

NON-RESIDENTS OF THE STATE OF WISCONSIN: if both applicants are not residents of Wisconsin they must apply before the County Clerk of the County in which they will be married.

**WHERE TO APPLY**

Walworth County Clerk's Office  
Walworth County Government Center  
100 W. Walworth St., Room 101  
Elkhorn, WI 53121  
(262) 741-4241

**WHEN TO APPLY**

Applications can be made by **appointment only**. Please call our office to schedule an appointment between 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. There is a five-day statutory waiting period, exclusive of the day of application, and the license will be issued on the 6<sup>th</sup> day. If that date falls on the weekend or a holiday, the license will be mailed or be ready to be picked up on the next business day. The marriage license is valid for exactly 30 days and must be used in that period of time.

BEST "RULE OF THUMB" (considering weekends, etc.): Apply no less than 7 days before and no more than 35 days before the ceremony.

Please note: it generally takes about 15 – 20 minutes for the application process. To ensure your process goes as quickly as possible, please have all the required documents and information available when applying.

**REQUIREMENTS**

- Driver's license or state ID - Both applicants must be present at time of application with documentary proof of identification and residence. It needs to be valid (not expired), showing photo for identification and reflecting your CURRENT ADDRESS. If a current address is not shown on the driver's license, two pieces of mail with current address is required for each applicant.
- Certified copy of birth certificate is required for all applicants. Please review your documents. The certified copy is obtained from the County or State level. We CANNOT accept: photocopies, hospital certificates, baptismal record and/or Birth Registration Notification forms, etc. If the parents full names do not appear on the document, applicants must be able to state their parents' full names (full first, full middle and mother's maiden names), correctly spelled.
- Previous marriages for either applicant: Proof showing how and when the last marriage ended must be presented. (In the case where an applicant has been married more than once, only documentation from the last, most recent marriage is required).
  - Divorce: Judgement of Divorce or Dissolution of Marriage papers are required. The granting date must be clearly stated and there must be a judge's/court commissioner's signature/stamp (usually found on the last page). There is a six-month waiting period after the divorce is granted. Thus, a person cannot be issued a marriage license if they have been divorced less than six months ago.
  - Death: A certified death certificate must be presented. (Photocopies are not allowed)

- Annulment: Annulment papers must be presented. This would be annulment through the Court system, not through a church.
- Social Security numbers - Due to the Child Support Enforcement program numbers must be provided. The couple may either state these numbers to us, or bring the Social Security cards with them at time of application.
- Ceremony information –
  - Officiant name (person performing the ceremony), officiant’s address, email and phone number
  - Date of the ceremony
  - Municipality of the ceremony (City, Town or Village) along with the County. If uncertain, please provide address of location.
- Other Information – Number of previous marriages, race/ethnicity, and highest grade of education completed.
- Parties must take an oath that the information provided is correct and that they are free to marry under the laws of the State of Wisconsin.

#### FEE

\$100.00 CASH ONLY (checks or credit/debit cards are not accepted) Due at the time of application.  
An additional \$2.00 charge if the license is to be mailed (Allow for waiting period and mailing time)

#### PERSONS WHO MAY NOT MARRY

Blood relatives nearer of kin than second cousin, except when the bride is 55 years of age or older.  
Applicants under the age of 16.  
Persons divorced less than six (6) months.

#### AGE

18 years of age can marry without parents’ consent.  
At age 16 or 17, applicant is required to submit both parent’s and guardian’s consent to the marriage.  
Parent or Guardian Consent forms (obtainable in the County Clerk’s office) must be signed by both parents or guardians before the County Clerk, Deputy County Clerk or Notary Public.  
Applicants under the age of 16 cannot marry under any circumstances.