

## LICENSE FEE

The license fee is \$85.00, to be paid on the date of application. No refunds are given. Fees may vary from County to County. Payments may be made by cash, check, money order (made payable to Adams County Clerk) or credit card. Cards accepted are Mastercard, American Express, Discover & Visa. Credit card use fees apply.

**Please make an appointment** to ensure a clerk is available and enough time is set aside. Applicants should apply for their marriage license during the identified available hours of 8:30 a.m.–4:00 p.m.

## Definitions:

**Certified Birth Certificate**--A certified birth certificate issued by the Wisconsin Vital Records Office will have a raised seal, with the signature of the State Registrar and printed on security paper.

**Certified Death Certificate**--A certified copy of a death certificate will be on security paper.

**Divorce Decree**—Signed and dated by the judge/court commissioner with a file date stamp from the court system.

## WEDDING OFFICIANTS IN ADAMS COUNTY

Attorney Paul Screnock  
333 N Main St  
Adams, WI 53910  
608-339-7777  
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Attorney Eric Pollex  
313 N. Main St.  
Friendship, WI 53934  
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# Marriage License Information



Available Hours for Application  
8:30 a.m. – 4:00 p.m.

Closed the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Last working day prior to Christmas & Christmas Day

This pamphlet is provided by  
Cindy Phillippi, Adams County Clerk  
403 Adams St, PO Box 278  
Friendship, WI 53934  
cphillippi@co.adams.wi.us  
608-339-4200

## **WHERE TO APPLY**

Wisconsin residents must apply before the County Clerk of the county in which one or both have resided at least 30 days prior to the date of application. Marriage may be performed in any county in Wisconsin. If both applicants are out-of-state residents, the license must be issued in the county where the ceremony will be performed.

## **WAITING PERIOD**

Wisconsin law requires a 5-day waiting period, not including the day of the application, before a license can be issued. The day of application does not count towards the waiting period. The license is valid for 30 days after date of issuance. If 30 days should pass, a new application must be completed along with another \$85.00.

A **WAIVER** may be granted for the waiting period due to unusual circumstances such as: medical condition, in military and expected to be relocated, attending school at a location that is distant from the county, if one or both parties are from out of state and cannot come in to apply for license at least 5 days in advance. **Note:** You must call in advance for a waiver to be granted. A waiver form must be filled out. The cost of the waiver is \$25.00.

## **AGE REQUIREMENTS**

Certified birth certificates are **required, no copies**. The souvenir birth document given by a hospital is NOT a legal document and is UNACCEPTABLE. A current passport may also be used in place of a certified birth certificate. Be prepared to provide accurate and complete names of parents to include birth sur name (name before marriage). Persons under the age of 16 may not marry. Persons **age 16 and 17** are required to provide both parent's or legal guardian's notarized written consent to marry. The consent forms are available in the County Clerk's office.

## **SWORN STATEMENT THAT THE APPLICANTS ARE NOT CLOSELY RELATED**

Applicants may not be closer in relationship than 2<sup>nd</sup> cousins. First cousins may marry if the female applicant is 55 years of age or older or if one of the applicants presents an affidavit signed by a licensed

physician stating that the applicant is permanently sterile. The sworn statement is part of the application form.

## **DIVORCED PERSONS**

It is not lawful for any person to marry again until six months after judgment of divorce is granted. A Judgment of Divorce from the last previous marriage must be presented to the County Clerk. It must be signed by the judge and have a filed date stamp. Copies of final Divorce Judgments can be obtained from the Clerk of Court in the County in which the divorce occurred.

## **DEATH CERTIFICATES**

A certified copy of a death certificate must be presented to the County Clerk if your last previous marriage was terminated by death.

## **PROOF OF RESIDENCE**

A current driver's license with a current address is the best proof. If this is not available, each applicant must provide proof of current address, such as a checkbook, utility bill, income tax record, military papers, student record, medical or dental bill. If the applicant is not a US Citizen then a current passport is needed. If the passport has expired then the applicant will need to apply for an extension.

## **SOCIAL SECURITY NUMBERS**

Applicants must provide their social security numbers if one has been assigned to them.

## **TRANSLATOR/FOREIGN LANGUAGE**

If one of the parties to the marriage does not understand or speak English, they must bring a translator with them. Any documents not in English must be translated on paper.

## **LOCATION AND DATE OF MARRIAGE**

Applicants should be prepared to provide the date of the marriage and the correct spelling of the officiant's name, as well as his/her business address and phone number. The applicants need to know the county name and municipality (city, village or town) where the ceremony will take place.