

## REQUIREMENTS TO APPLY

**Residency:** Couple applies in a Wisconsin county where one or both parties have resided for at least the last 30 days. If the parties reside in 2 different Wisconsin counties, the couple has the choice of which county they want to apply. If both parties are residents of another state, application is filled out in the county of the ceremony.

**Ceremony:** Must be scheduled before the couple comes in to apply for the license. Any ordained minister, priest, Judge, Court Commissioner or other person qualified to be an officiant may perform the ceremony. Couples make their own arrangements. (Judges and Commissioners are listed on second page).

**Marriageable Age:** Any person who is 18 years old can marry. If a person is 16 or 17, the license will be issued only with written consent of both biological parents, legal guardians, or custodians. Consent forms are available in the County Clerk's office.

**WARNING:** If a couple have concerns about the legality of an internet officiant they are planning to use for their marriage, they should contact an attorney for a determination.

## TIME PERIODS

To apply, the couple comes in to the County Clerk's office 6 to 30 days prior to the ceremony.

**5-Day Waiting Period:** 5 days after having completed the application, the license can then be issued from the County Clerk's office.

**License Expiration:** The license is valid for 30 days after the date of issuance and the marriage must be performed within the 30 day time period. If the marriage does not occur within this period, a new application must be filled out and fees incurred again.

## REQUIRED DOCUMENTS PRESENTED TO STAFF

**\*Birth Certificate:** Parties are required to present a **state certified** copy of their birth certificate. *NOTE: Hospital birth certificates (with the imprints of your feet) and State Notifications of Birth Registration ARE NOT acceptable; they are not legal documents.* If the birth certificate is not in English, it must be translated.

**Photo ID:** Each party must present photo identification. (Examples: Driver's license, passport, resident alien card, school ID, etc.)

**Proof of Residence:** Documentation showing a current name and address for proof of residency is also required. (Examples: Driver's license with current address, rent receipt, checking account, utility bill, etc.)

**\*\*If Previously Married:** Party must present a Death Certificate, State Annulment, or final Divorce Judgment – documents are typically titled: Findings of Fact, Conclusions of Law and Judgment OR Judgment of Divorce. In Wisconsin, divorced person(s) must not remarry until 6 months after the granting of the Judgment of Divorce **regardless of where the action took place.** If the documents are not in English, they must be translated.



**Social Security Numbers:** Each party must provide the County Clerk's Office with their Social Security Number. It is not necessary to bring the actual card.

**\*Certified Documents from the Register of Deeds:** Copies of Birth Certificates, Death Certificates and Marriage Certificates are available from the county where the event occurred. The fee in Wisconsin is \$20 for the first copy and \$3 for each additional copy at the time of purchase.

**\*\*Divorce Judgments from the Clerk of Courts:** Copies of final Divorce Judgments are available from the county where the event occurred.

## OTHER INFORMATION

**Signatures:** Both parties must sign the marriage license application in the presence of the County Clerk or Deputy.

**Fees:** The License Application fee is **\$80**. However, a \$25 waiver fee is charged if, **FOR GOOD CAUSE**, the marriage license needs to be released before the expiration of the 5-Day waiting period.

## APPLICATION CHECKLIST

\_\_\_\_\_ **After** ceremony date is scheduled, couple comes in to apply for license **6 – 30 days prior to ceremony**. Bring address of where the ceremony is occurring. (Town, City or Village and what County in Wisconsin you are getting married in).

\_\_\_\_\_ **Officiant Information:** Name, address, and phone number

\_\_\_\_\_ **Certified copy of birth certificate** (Issued by the county or state of birth – **NOT** a Hospital Birth Certificate or State Notification of Birth Registration)

\_\_\_\_\_ **Proof of Residency:** Drivers License, Rent lease or receipt, bank account, Utility bill.

\_\_\_\_\_ **Photo ID** (Driver's License, State ID Card, Passport, or Military ID)

\_\_\_\_\_ **Proof of Termination of Previous Marriage** (Findings of Fact, Conclusions of Law and Judgment or Judgment of Divorce with Judge's signature and date, Death Certificate or State Annulment)

\_\_\_\_\_ **Social Security Number** (card not necessary, but must provide SSN if you have one)

\_\_\_\_\_ **\$80 application fee (CASH OR LOCAL CHECK).** Additional \$25 if the legally mandated 5-day waiting period is waived for a **pre-approved** reason (**cash only for application & waiver fees**).

\_\_\_\_\_ **Parental Consent Form** if under 18 years old (If applicable, obtain from County Clerk's Office)

No Blood Tests or Physicals are Required in Wisconsin



**JUDGES & COURT COMMISSIONERS**

**Circuit Court Judges**

Please call the Judicial Assistant to make an appointment with one of the following Circuit Court Judges located on the 3<sup>rd</sup> floor of the Courthouse, 811 Harding Street:

- BR. I Judge Philip Kirk (715) 258-6430
- BR. II Judge Vicki Clussman (715) 258-6425
- BR. III Judge Raymond Huber (715) 258-6437

**Municipal Judges**

- Judge Laurie Shaw (920) 538-0071  
New London/ Weyauwega
- Judge James Jueds (715) 823-7609  
Northern Waupaca County

**Circuit Court Commissioners**

- Attorney John Hart (715) 258-7633  
100 South Main Street, Waupaca
- Attorney Thomas Maroney (715) 258-5990  
115 East Fulton Street, Waupaca
- Attorney Thomas Johnson (920) 982-7200  
308 St. John's Place, New London
- Attorney David Werth (920) 867-2156  
121 East Main Street, Weyauwega
- Attorney Michael Meyer (715) 754-5000  
111 Grant Street, Marion
- John P. Hoffmann (920) 596-2155  
107 Ridgeway Htgs., Manawa



**Marriage Licenses are issued:**

Monday through Friday  
7:30 a.m. to 3:45 p.m.  
Open during the noon hour

Waupaca County Courthouse  
County Clerk's Office  
811 Harding Street  
Waupaca, WI 54981

(715) 258-6200

*The marriage license process takes approximately 15-20 minutes to complete*

**Applying for a  
Marriage  
License**



**Mary A. Robbins  
Waupaca County Clerk**

Waupaca County Courthouse  
County Clerk's Office  
811 Harding Street  
Waupaca, WI 54981

(715) 258-6200

www.co.waupaca.wi.us  
[mary.robbs@co.waupaca.wi.us](mailto:mary.robbs@co.waupaca.wi.us)

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