



County of Eau Claire
OFFICE OF COUNTY CLERK
721 Oxford Avenue, Suite 1310
Eau Claire, Wisconsin 54703
Phone (715) 839-4801

MARRIAGE LICENSE REQUIREMENTS

Below is a list of all documentation and personal information you will need to apply for a Marriage License in Wisconsin.

Please call **(715) 839-4801** to set up an appointment. The couple must apply together in person at the Eau Claire County Clerk's Office, 721 Oxford Avenue, Ste 3350, Eau Claire, WI 54703 during the hours of 8:00 AM to 4:00 PM, Monday – Friday (excluding holidays). The marriage license fee is currently **\$95.00** payable with cash, local check (no out-of-state checks) or debit/credit card (subject to convenience fee).

For complete and specific details on the worksheet below, please see the Marriage License Information form below the checklist.

- Date of Marriage:** _____
 - Ceremony Location (county and city/town/village):** _____
 - Officiant Name, Address & Phone Number:** _____

 - Previous Marriage Dissolution Dates:**
 - Judgment of Divorce with Judge's Signature:** _____
 - [OR] Certified Divorce Certificate:** _____
 - [OR] Legal Annulment:** _____
 - [OR] Death Certificate:** _____
 - Photo ID** (Driver's License, State Issued Photo ID, Passport)
 - Certified Birth Record** (Not from hospital. Must be issued by state or county with a raised seal or colored background) **[OR]** Passport if born outside of the US
 - **Mother's full birth name:** _____
 - **Father's full birth name:** _____
 - Proof of Residency** – where you have lived for the last 30 days (on ID, dated mail, utility bill, lease agreement, etc.)
 - Social Security Number**
 - Payment** (cash / local check / credit or debit card)
-

Marriage License Information

WHEN / WHERE TO APPLY:

A couple wanting to get married in Wisconsin can apply at any County Clerk's office. This license is valid anywhere in Wisconsin.

Applying for a marriage license must be done at least 3 calendar days but not more than 63 calendar days before the ceremony. The license is issued 3 days after the day that you apply, then the license must be used within 60 days. A waiver for the 3-day waiting period may be issued for an additional \$10.00 fee.

AGE REQUIREMENTS:

No one under the age of 16 can get married in Wisconsin, regardless of circumstances. An applicant between the ages of 16 and 18 must obtain the consent of his/her parents or legal guardians. If both parents are deceased, the appointed legal guardian must sign.

CERTIFIED BIRTH RECORD*:

Both applicants **MUST** present a *CERTIFIED BIRTH RECORD**. In Wisconsin you can get a copy from any county Register of Deeds office. If you were born in another state, a certified birth record is obtained from the county or state in which the birth occurred. Hospital-issued certificates, photocopies, faxed copies, and notifications of birth registration are not certified birth records and are therefore unacceptable.

* Passport may be used for someone not born in the United States. If a passport is used, please provide parents full birth names for the application.

PROOF OF IDENTIFICATION AND RESIDENCE:

Both applicants must apply in person and present photo identification such as a driver's license, identification card, passport, alien card or a school ID.

Both applicants must present proof of current address. A driver's license, ID card, lease agreement, bank statement or a bill may be used if it contains a current address.

MARITAL STATUS:

If either applicant has been previously married, a signed and dated copy of the divorce decree, certified divorce record, annulment or death record from the most recent marriage must be presented. A divorced person may not remarry until 6 months after the granting of the Judgement of Divorce regardless of where the action took place.

FEES:

The marriage license fee is \$95.00 payable with cash, local check, or debit/credit card (subject to convenience fee). There are no refunds, and we cannot accept out-of-state checks.

SOCIAL SECURITY NUMBER:

Applicants need to provide their Social Security numbers. We do not need to see the card.

WEDDING DETAILS:

Applicants will be asked the date of the wedding, location where the wedding will take place (county and city, village, or township) and the officiant's name, address, and phone number.

COURTHOUSE MARRIAGES:

The Eau Claire County Family Court Commissioner performs marriages in the Courthouse at no charge. An appointment may be made by calling (715) 839-6029. A listing of additional court commissioners can be found on the Eau Claire County website www.eauclairecounty.gov under Our Government / Quick Links / Marriage License.
