

## Application Checklist

----- Call County Clerk's Office to schedule an appointment before coming in to apply at (920)-388-7133.

----- State Certified Copy of Birth Certificate. PHOTO COPIES ARE NOT ACCEPTED. (Not a Hospital Certificate or State Notification of Birth Registration).

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

----- Proof of Residency (*Driver's License with current address, Utility Bill, Bank Statement, Pay Stub, Residential Lease*)

----- Social Security Numbers (you do not need to provide the card, but must provide SSN if you have one).

----- Proof of Termination of Previous Marriage if applicable (*Conclusions of Law and Judgment or Judgment of Divorce with Judge's signature and date, Death Certificate, or State Annulment*)

----- \$80 Application fee. Additional \$25 if the legally mandated 5-Day waiting period is waived for a pre-approved reason.

----- Parental Consent Form if under 18 years old

----- Date of Wedding; Officiant's name, address and phone number; name of County in which marriage will occur; and city, village or town in which marriage will occur

No Blood Tests or Physicals Are Required In Wisconsin

## Kewaunee County Marriage License Information



*Marriage Licenses are issued at the County Clerk's Office:*

*Monday thru Friday:*

*8:00 a.m. to 4:00 p.m.*

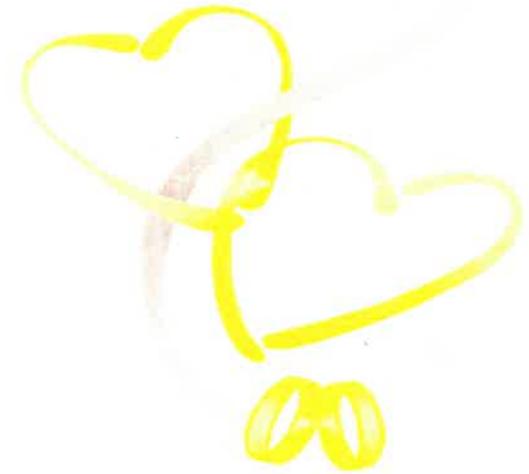
***\*\*Please call ahead to schedule an appointment at (920) 388-7133\*\****

*The marriage license process takes approximately 30 minutes to complete*

*To schedule a marriage with the Kewaunee County Circuit Court Judge call*

*(920) 388-7142*

*Judge Keith A. Mehn*



*Jamie Annoye*

*Kewaunee County Clerk*

*Administration Building*

*810 Lincoln St.*

*Kewaunee, WI 54216*

*(920) 388-7133*

## Helpful Hints

### Where to Apply:

Kewaunee County Clerk's Office  
810 Lincoln St., Kewaunee, WI 54216  
8:00-4:00 Monday-Friday

**Please call ahead to schedule an appointment at (920) 388-7133.** If an appointment is not made prior to you arriving, we may not be adequately staffed to issue the marriage license when you arrive.

### Residency:

Wisconsin applicants must apply in the county where one of both parties has resided for at least 30 days. Out-of-State applicants must apply in the Wisconsin County where the ceremony will be held.

### When to Apply:

Application must be made at least 5 FULL days before the ceremony since a 5 day waiting period is required before the license can be issued. **License is valid for 30 days from issuance date.** For an additional \$25.00 you may apply for a waiver **for good cause** of the 5 day waiting period.

### Fees:

\$80.00 is the marriage license fee. There is an additional \$25.00 fee to waive the 5 day waiting period for good cause.

## Requirements:

- Both applicants must apply, together, in person.
- Applicants must be the age of 18 years to marry. If a person is between the ages of 16 & 18 years, the license will be issued only with the written consent of parents, guardian or custodian. Parents must be present in County Clerk's Office to fill out consent forms.
- Certified Copy of Birth Certificate with raised seal (**No photocopies or Hospital Records can be accepted**). If you do not have a certified birth certificate, and were born in Wisconsin, you may purchase one from the Register of Deeds Office. For persons born in another state, contact the Register of Deeds in the state of birth. Certificates not in English will require a notarized translation to English - **No Exceptions**.
- Photo ID & Proof of Residency. Proof of where you have been residing for the past 30 days. Acceptable items include: Drivers License showing current residence, passport, mail addressed in your name and current address with postmark dated at least 30 days ago, utility bill, rent receipt, lease, bank statements. At least one applicant must be a resident of Kewaunee County for the previous 30 days.
- Social Security Number: Number must be given if you have one. You do not need to bring in your card.
- If Previously Married: (Proof of last marriage ending). Acceptable items include: signed copies of judgment of divorce (can be obtained from the Clerk of Courts Office in the County where divorce took place), court annulment papers, or death certificate. Divorce must be final for a minimum of 6 months prior to application.
- Name of Officiant, title, mailing address and phone number of person performing the ceremony is required. If using a judge, the judge must be from Wisconsin.
- Location and date of ceremony. (Name of County and name of Town/Village/City where the ceremony is being held).
- If one or both applicants do not speak English, a third person (unrelated to the applicants) needs to interpret. Couples cannot translate for each other. **No Exceptions.**

