

APPLICATION CHECKLIST

Arrangements must be finalized prior to applying for your marriage license including:

- Your wedding date
 - The city village or township where your marriage is taking place (not mailing address)
 - Officiant– Must provide name, address & phone number of officiant
- Make an appointment to apply for your marriage license (see contact information)
- Certified Birth Certificate (long form) with raised or ink seal issued from County or State. (*No photocopy and NOT a Hospital Certificate or State Notification of Birth Registration.*) (See “B” under *Requirements for a Birth Certificate that is in a foreign language*)

Note: Passports ARE NOT acceptable in exchange.

- Photo IDs (unexpired)
- Proof of Residency for both applicants
- Social Security Numbers
- If previously married - proof of how last marriage ended: Findings & Conclusions of final divorce Judgment or State Annulment signed by a judge, Death Certificate
- Correct spelling of parents’ legal names: First, Middle and Last (*maiden name for mother*)
- Parental Consent Form - if under age of 18

FEES

- \$75 Application Fee (**Check or Cash only**)
- \$25 waiver fee (in addition to Application fee) if applying less than 6 days prior to wedding (*provided only under special circumstances)

Certified Documents from the Register of Deeds:

Birth Certificates, Death Certificates and Marriage Certificates - available from the county where the event occurred.

Divorce Judgments from the Clerk of Courts:

Copies of final Divorce Judgments - available from the county where the divorce occurred.

Information Regarding MARRIAGE LICENSES

Jill M. Lau
County Clerk
Door County

To Contact Us for Appointments

Phone: (920) 746-2200 or
(920) 746-2201

Email: countyclerk@co.door.wi.us
Website: www.co.door.wi.us



Door County Judges:

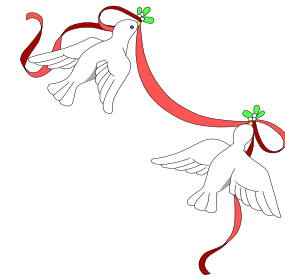
Judge D. Todd Ehlers.....(920) 746-2204
Judge David Weber..... (920) 746-2280

Door County Court Commissioners:

Atty. Randall Nesbitt(920) 493-0783
Atty. Nina Martell.....(920) 746-4475
Atty. James Downey.....(920) 487-5571
Atty. Jon Pinkert(920) 743-6505
Atty. Jennifer Moeller.....(920) 746-2482

DOOR COUNTY
WISCONSIN

MARRIAGE LICENSE INFORMATION



JILL M. LAU
COUNTY CLERK
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-2200

DOOR COUNTY

Door County Clerks Office (Rm A113)
Government Center - Lobby Level
421 Nebraska Street, Sturgeon Bay
920-746-2200

WHEN TO APPLY:

Application must be made at least **6 FULL DAYS** before ceremony since a 5-day waiting period is **required** (application day does not count as a day) before license can be issued. License can first be issued to the applicants on the 6th day, provided it is a business day (closed weekends and Holidays)

Special Dispensation: A 5-day waiting period is required by law, but under Special Dispensation may be waived for an additional \$25.00 fee.

License is only valid for 30 days from issuance date.

License applications are taken in Door County

BY APPOINTMENT:

Monday - Thursday 8:00 am -11:30am and
1:00 pm - 4:00 pm on the half hour
Fridays - 8:00 am - 10:30 am on the half hour.
(excludes Holidays)

The marriage license application process takes approximately 15-30 minutes to complete.

FEES:

\$75.00 - Marriage License fee
\$25.00 - Waiver fee to waive the waiting period due to *Special Dispensation.

WHERE TO APPLY:

Wisconsin residents must apply in the County Clerk's office of the county where one or both parties has resided for at least 30 days, no matter where you wish to get married in Wisconsin.

Out-of-State applicants must apply in the County Clerk's office in the Wisconsin County where the ceremony will be held.

Both applicants must show proof of residency at time of application.

AGE:

Any person who has attained the age of 18 years may marry. If a person is between the ages of 16 and 18 years, the license will be issued only with written consent of parents, guardian or custodian. Parents must be present in County Clerk's Office to fill out consent forms.

PERSONS WHO MAY NOT MARRY:

- Blood relatives who are nearer of kin than second cousin, except when the female is 55 years of age or older, or proof of sterility is provided.
- Persons who are incompetent.
- A person under the age of 16.
- Persons who have not been divorced for more than six months, whether the divorce was granted in Wisconsin or elsewhere.

CEREMONY:

OFFICIANTS: Accredited ordained minister, priest, judge, or other person qualified to be an "Officiant" can perform the ceremony (per WI SS 765.16). Neither our office nor the State Vital Records Office is able to confirm the legality of a religious officiant. If you have a question about the legality of the officiant you have chosen, you may want to seek legal counsel.

WITNESSES: Two witnesses, age 18 or older, are required, in addition to the person officiating. They do not have to be in the wedding party.

VALIDITY:

Wisconsin Residents - Out-of-State: Marriage of Wisconsin residents in another state is null and void if such marriage would be prohibited in Wisconsin

Non-Wisconsin Residents: Marriage in Wisconsin of non-residents is null and void if such marriage would be prohibited in the state of their residence.

REQUIREMENTS:

- Both applicants must apply, together, in person.
- Applicants must present a **CERTIFIED** document of their **birth certificate**, with a **raised or ink seal** affixed by the Register of Deeds. (no photocopy) [S.S. 765.09(3)] If the Birth Certificate is in a foreign language, it must be translated in English and certified by a translator and provide that along with the Certified Birth Certificate
No Exceptions.
*(Hospital Birth Certificates and State Notification of Birth Registration are **NOT** acceptable. They are not legal documents).*
- If previously married, present signed copies of judgment of divorce, court annulment papers, or death certificate, *in English*, from last marriage. Divorce must be final a minimum of 6 months.
- Name, address & phone number of officiant, date and location of ceremony. *(If using a judge, the judge must be from Wisconsin)*
- Social Security Number.
(You MUST provide a Social Security number if you have been assigned one. We cannot issue Marriage License without number)
- Documentary proof of identification. Each party must present photo identification *(driver's license, passport, school ID, etc.)*
- Documentary proof of Residence.
Each party must present documentation showing a current address for proof of residency *(drivers license, rent receipt, bank statement, utility bill, etc. Must be over 30 days old).*

Without the required information, a marriage license will not be issued.