

## MARRIAGE APPLICATION CHECKLIST

*All documents must be presented and fees paid at the time the application is made.*

*(Blood tests are NOT required in Wisconsin)*

- \_\_\_\_\_ \*Parental Consent Form if under 18 years of age  
(**NOTARIZED** – available in County Clerk’s Office)
  
- \_\_\_\_\_ \***CERTIFIED** Birth Certificates  
(Hospital certificates or Notification of Birth Registration NOT ACCEPTED.  
Documents not in English must be translated and **notarized**)
  
- \_\_\_\_\_ \***CURRENT** (non-expired) Photo Identification  
(Driver’s License or state ID)
  
- \_\_\_\_\_ \* Proof of Residency  
(If photo ID does not show current address, a dated utility bill or other  
correspondence with applicant’s name and street address.)
  
- \_\_\_\_\_ \*Social Security Cards  
(pay check stub, W-2 form, Military I.D., etc.)
  
- \_\_\_\_\_ \*Previous Marriage Documentation  
**Signed** Final divorce judgment “Findings of Facts and Conclusions”, Legal  
annulment papers or death certificate (**Divorce must be final for 6 months.**)
  
- \_\_\_\_\_ Date and Location of Wedding
  
- \_\_\_\_\_ Name, Address, & Phone No. of Person performing the ceremony
  
- \_\_\_\_\_ Letter of Sponsorship, if out of state officiate
  
- \_\_\_\_\_ \$100.00 Application Fee  
(**Cash or Check ONLY – NO credit/debit cards**)
  
- \_\_\_\_\_ \$10.00 Waiver Fee  
(For waiving the 6-day waiting period for unusual circumstances - **Pre-**  
**approval required** from the County Clerk)
  
- \_\_\_\_\_ Translator (If needed)  
If either the bride or groom does not speak English a translator must be present  
at the time of application. The translator must be someone who is not related.

\* A penalty of not more than \$10,000 or imprisonment of not more than 9 months or both to any person who knowingly gives false information when applying for a marriage license.