



COUNTY CLERK'S OFFICE

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www.co.ozaukee.wi.us

OBTAINING A MARRIAGE LICENSE

WHERE TO APPLY

County Clerk's Office
Ozaukee County Administration Building (Downtown)
121 W. Main St., Room 128
Port Washington, WI 53074
262-284-8110 or 262-238-8110
HOURS: 8:30a.m. – 4:30p.m.-Monday through Friday
Closed Saturdays, Sundays and Legal Holidays
Appointments are not required.

WHEN TO APPLY

Application should be made **NOT** more than 35 days before the ceremony and not less than 8 days prior.

WAITING PERIOD

There is a 5 day waiting period, including day of application, until the license is issued. Once license is issued, it is valid for 30 days; counting starts the day after issuance and ends on day 30. Waivers are at the discretion of the County Clerk for unusual circumstances. Inability to provide required documentation is not justification for a waiver. The Clerk must be contacted prior to application. Additional fee will apply.

RESIDENCY REQUIREMENTS

Wisconsin residents must apply for their license in the county in which the bride or the groom has resided for more than 30 days prior to application. They may then be married in any county in the state.

Out of State residents must apply in the county in which they will be married.

WHO MAY MARRY

You must be 18 years of age or older to marry without parental consent. If you are 16 or 17 years old you may marry with NOTARIZED written consent of parent(s)/legal guardian. Consent forms are available in the County Clerk's office.

WHO MAY NOT MARRY

- Persons declared incompetent by the courts.
- A person under the age of 16.
- Persons who have not been divorced for six months whether the divorce was granted in the state of Wisconsin or elsewhere.
- Persons closer than second cousins may not marry in the state of Wisconsin except if the bride has reached the age of 55 or presents a signed affidavit from a physician stating that either party is permanently sterile.

REQUIREMENTS NEEDED TO APPLY

The bride and groom must apply together and **both** applicants must provide the following documents at the time of application.

CERTIFIED Birth Certificate:

(NOT a Hospital Certificate or State Notification of Birth Registration)

CURRENT (non-expired) Photo Identification: This is a valid driver's license or state ID showing photo for identification and reflecting your **CURRENT ADDRESS**.

Proof of Residency: If photo ID does not contain the current address, a dated utility bill or other official correspondence addressed to the applicant (by name) with the applicant's current street address. Mail addressed to a post office box does not fulfill this requirement.

Social Security Card: If you do not have your social security card, a document with your name and complete number will be accepted; i.e.; health insurance card, paycheck stub, W-2 form, Military I.D. NOTE: Refusal to furnish this information- no license will be issued.

Proof of Previous Marriage: A **signed** copy of your Divorce judgment (Findings of Facts or Judgment of Divorce), or Annulment certificate (does not include church annulment), or Certified death certificate.

Date of Ceremony: Wedding date must be set **before** applying for license

Officiate: Name, address and phone number of person performing the ceremony. Also location of where ceremony will be held. Out of State Officiants must obtain a letter of sponsorship. Contact County Clerk's office for more information.

FEE

The cost for a marriage license in Ozaukee County is \$100.00 to be paid at time of application. This is payable by check or cash. **NO credit/debit cards accepted. NO refunds issued.** Fees are subject to change at anytime and vary between counties.

If any of the required documents are not in English, a Notarized, Translated copy must be presented, in addition to the original.

FOR MORE INFORMATION

Marriage hotline: 262-284-8114 or 262-238-8114, Option #1
Website: www.co.ozaukee.wi.us/countyclerk
Email: ctyclerk@co.ozaukee.wi.us

SEE OTHER SIDE FOR APPLICATION CHECKLIST

121 W. Main Street, P. O. Box 994, Port Washington, WI 53074
Phone: (262) 284-8110 Metro: (262) 238-8110 Fax: (262) 284-8100 Metro Fax: (262) 238-8100