

**Derek S. Kalish, County Clerk**  
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Wisconsin Act 84 (effective July 1<sup>st</sup>, 2022) allows for a Wisconsin marriage license to be obtained from the clerk of any county in Wisconsin, allows the marriage ceremony to be performed in any county in Wisconsin, and allows for the marriage documents to be returned to the Register of Deeds of any county in Wisconsin.

### INFORMATION REQUIRED TO APPLY FOR A MARRIAGE LICENSE

**HOURS OF BUSINESS:** The Richland County Clerk's office is open Monday – Friday, 7:30 a.m. – 4:30 p.m. To ensure that there is a staff member authorized to issue marriage licenses available, an appointment is required. Please call the County Clerk's office at 608-647-2197 for assistance.

### REQUIRED DOCUMENTS:

- **PROOF OF IDENTITY**
  - **BIRTH CERTIFICATES:** All applicants must present an original, certified copy of their birth record. This is the signed copy that bears the raised County or State seal issued by the Office of Vital Statistics in the State of birth. Photocopies of birth certificates or hospital issued certificates of birth are not acceptable as they are not legal documents. If an applicant does not have an original copy of their birth certificate they must contact the Register of the Deeds in the County in which they were born or the Office of Vital Statistics in the State in which they were born to obtain one.
  - **OR:** Current, non-expired passport
  - **OR:** Permanent Resident ID card
  - **OR:** Naturalization papers
- **PROOF OF RESIDENCY:**
  - Applicants must show proof of residency either with a current, non-expired Wisconsin driver's license or a Wisconsin ID card.
  - If the address on the State issued ID is not the applicant's current address, two other documents that show the applicant's name and mailing address must be provided.
  - The documents must be dated no older than 30 days before the application date and show the applicants full name and mailing address.
  - Mail sent to a post office box is not acceptable.
  - These documents must be something such as a medical bill, utility bill, bank statement, credit card bill, apartment lease agreement, or government notification addressed to the applicant.
  - You must also know whether you live in a city, village, or township.
- **SOCIAL SECURITY NUMBERS:** Applicants must provide their Social Security numbers if they have one.
- **TERMINATION OF PREVIOUS MARRIAGE:** If either applicant has been previously married, they must provide one of the following documents.
  - A **CERTIFIED** copy of the divorce/annulment certificate or divorce decree with court seal showing the judgment date and signature of the judge. A 6-month waiting period must have elapsed since the divorce was granted before a marriage license can be issued.
  - Or a **CERTIFIED** copy of the death certificate if the previous spouse has died. Obituaries not acceptable as they are not legal proof of death.

**LANGUAGE:** If any of the required documents are not in English, an English translation must also be provided. If one or both of the applicants do not speak English, a third party needs to be present to interpret at the time of application. Couples cannot translate for each other and any person under the age of 18 cannot translate for the couple.

**AGE REQUIREMENT:** Applicants must be at least 16 years of age marry in the state of Wisconsin. Applicants under 18 years of age must have written consent from both parents, the guardian the custodian as defined by law, or the parent having the actual care, custody, and control of the applicant. The written consent must be presented to the County Clerk under oath, certified in writing, and verified by affidavit before a notary public.

**NON-RESIDENT:** Wisconsin now allows applicants to apply in any county within the State of Wisconsin and authorizes the marriage ceremony to be performed in any county in the State. If both applicants live outside Wisconsin, the applicants may also apply in any county in the State of Wisconsin

**OFFICIANT INFORMATION:** Applicants must supply the officiant's full name, mailing address, and telephone number. The marriage license application cannot be submitted without this information. If the applicants wish to be married by the Circuit Court Judge, you may contact their office at (608) 647-2626 to inquire about scheduling an appointment.

**WHO CAN BE AN OFFICIANT?** Please refer to Wisconsin State Statute 765.16 available at [www.legis.wisconsin.gov](http://www.legis.wisconsin.gov). For information on Self-Marriages please refer to Wisconsin State Statute 765.16 as well. If there are any further questions regarding the validity of an officiant, it is suggested that the applicants contact an attorney.

**DATE & LOCATION OF CEREMONY:** A wedding date must be set before applying for the marriage license. The City or Village or Township of where the ceremony is taking place must be supplied to complete the license application. It is the responsibility of the applicants to supply the County Clerk's office with this information.

**FILING FEE:** A \$75.00 filing fee which is due to the clerk's office at the time of application. Payments can be made by cash, check and credit/debit cards. There is a surcharge fee for using a credit/debit card. NO REFUNDS ARE GIVEN FOR ANY REASON.

**WAITING PERIOD:** There is a three-day waiting period, excluding the day of application. The marriage license is then valid for 60 days from issuance. The waiting period can be waived for an additional \$15.00 if the applicant or applicants meet specific criteria.

**VALIDITY OF LICENSE:** The marriage license must be filed within three days after the wedding ceremony with the Register of Deeds Office in any county in Wisconsin. The office number for the Richland County Register of Deeds is 608-647-3011.

Last updated April 26, 2024