

Richland County Clerk's Office

Derek S. Kalish, County Clerk

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Wisconsin Act 84 (effective July 1st, 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, 8:30 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 from the Register of Deeds or Recorder in the County of birth or from 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 to obtain one.
 - **OR:** Current/non-expired passport
 - **OR:** Current/non-expired Real ID card
 - **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 ID is not the applicant's current address, dated mail may be used as proof. Mail must be official documents such as a utility bill or government notification addressed to the applicant. Mail cannot be dated older than 30 days before the date of marriage application. Applicant must also present the original envelope to the clerk with postage date visible. Mail sent to a post office box is not acceptable.

- **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 had died. Obituaries not acceptable as they are not legal proof of death.

FOREIGN LANGUAGE: If any of the required documents are in a foreign language, a notarized English translation must also be provided. If either applicant does not speak English, they must provide a translator when applying for the marriage license. Translations by family or friends are not acceptable.

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: If you are not a resident of Wisconsin, but wish to be married in Wisconsin, you must purchase your marriage license at the County Clerk's Office in the County that you will be married.

OFFICIANT INFORMATION: Applicants must supply the date and location of the ceremony, the officiant's name, title, address, and telephone number. The marriage license application cannot be submitted without this information. If the applicants wish to be married by the Judge, you may contact their office at (608) 647-2626 to inquire about scheduling an appointment before applying for the marriage license.

WHO CAN BE AN OFFICIANT: Please refer to Wisconsin State Statute 765.16 available at www.legis.wisconsin.gov. If there are any further questions it is suggested that the applicants contact an attorney.

FILING FEE: A \$50.00 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 \$5.00 if the applicant or applicants meet specific criteria. While both applicants must sign the marriage license before it can be taken from the County Clerk's office, they are not required to return together. The applicant signing last is given the license.

VALIDITY OF LICENSE: The marriage license must be filed within 3 days after the wedding ceremony with the Register of Deeds department of any county in Wisconsin. If the license is not submitted within three days, it becomes null and void and the applicants are NOT legally married.

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