

MARRIAGE LICENSE INFORMATION – PORTAGE COUNTY – WISCONSIN

APPLICATION WILL NOT BE TAKEN WITHOUT ALL OF THE REQUIRED DOCUMENTATION

1. No premarital physical examination or blood test is required.
2. There is a five (5) day waiting period from the date of application to the date the license is issued. The license cannot be released from this office until the issuance date; therefore, application must be made at least six (6) working days prior to the intended wedding date, no more than thirty (30) days in advance. Example: If your wedding date is scheduled for Saturday, February 9, application can be made no later than Friday, February 1.
3. The marriage license fee in Portage County is \$75.00, payable only by cash or in-state check. The County Clerk's office cannot accept debit cards or credit cards.
4. The five (5) day waiting period may be waived upon payment of an additional \$10.00 fee, if all required documentation is provided. A minimum of 24 hours is required to complete the necessary paper work to issue a marriage license.
5. You must apply for your marriage license in the county where one of the applicants has resided for the past thirty (30) days, but may get married anywhere in the State of Wisconsin.
6. Out-of-state residents must apply in the county where they plan to be married. Out-of-state resident identification should indicate current residence on a current unexpired driver's license. If not, a current lease or utility bill in the applicant's name showing current residence may be accepted. Contact our office if you have any questions as to what is acceptable. All documentation listed is also required for out-of-state residents.
7. Both applicants must sign the marriage license application prior to the license being issued and released by the County Clerk's office; however, the signing does not have to take place simultaneously. The applicant coming in first must bring in all of the required documentation set forth below **for both parties** including a copy of the other person's driver's license and sign on their own behalf at the time of application. The other applicant may subsequently present original photo identification and sign the marriage license application at our office.
8. When applying for a marriage license in the State of Wisconsin, the following is required:
 - a. **CERTIFIED COPIES** of birth certificates for both parties. **Effective April 22, 2008, a certified copy of a birth certificate is required regardless of the age of the applicant.** In Wisconsin, these can be obtained from the office of the Register of Deeds in the county where the applicant was born or from the Wisconsin Department of Health & Family Services, Vital Records Office. (The County Clerk's office can not accept hospital birth records or baptismal certificates or laminated birth certificates) If you are uncertain as to whether or not your birth certificate is certified, feel free to stop in our office and we can look at it – we cannot tell you over the telephone. We will accept Immigration & Naturalization Service Cards (green cards) for birth verification in lieu of a birth certificate, if necessary. If a birth certificate is not printed in the English language, a translation form must be completed and must accompany the birth certificate at the time of application. Please contact our office to obtain the necessary translation form and instructions prior to application for a marriage license.
 - b. If an applicant was previously married, judgment of divorce papers (bearing the judge's signature and the court's date of filing stamp) or a certified copy of a death certificate, whichever is applicable and pertaining to the most recent previous marriage, must be provided at the time of application. If any of these documents are not printed in the English language, a translation form must be completed and must accompany the document at the time of application. Please contact our office to obtain the necessary translation form and instructions prior to application for a marriage license.
 - c. Both applicants will need photo identification, preferably a current unexpired driver's license. One party must show current proof of residency for the past thirty days in Portage County to fulfill the statutory residency requirement. If one of the applicants' driver's licenses has their current Portage County address, this will suffice. If not, a current lease or utility bill in the applicant's name showing residency for the past thirty days may be accepted. Contact our office if you have any questions as to what is acceptable.
 - d. Social Security Number (it is preferred that you bring the actual card with you).

- e. Date and location of marriage and the name of the church/officiant performing the ceremony.
Per Wis. Statute 765.17, a letter of sponsorship is required for non-Wisconsin resident clergy performing ceremonies in the State of Wisconsin. Please contact our office for further instructions.
- 9. Wisconsin law requires a six (6) month waiting period from the date of divorce prior to re-marriage. The six month waiting period is regardless of whether you were divorced in Wisconsin or any other State.
- 10. Wisconsin law requires an individual to be at least 18 years of age to get married. No person under the age of 16 may get married. Applicants who are 16 or 17 years old must have written consent of the parents, guardian or custodian having actual care, custody and control of the person. The parents, guardians or custodians must accompany the applicant at the time of application, provide picture identification and sign a consent form provided by our office. No waivers are issued for applicants under 18 years of age.
- 11. Wisconsin law states that no marriage shall be contracted between persons who are nearer of kin than (2nd) second cousins except that marriage may be contracted between first cousins where the female has attained the age of 55 years or where either party, at the time of application, submits an affidavit signed by a physician stating permanent sterility.
- 12. Applications are taken from 7:30 a.m. to 4:00 p.m. Monday through Friday (except holidays). If you plan to make application during the lunch hour, please call ahead to ensure that we are open.

Thank you for your cooperation. If you have any questions, please contact the Portage County Clerk's office at 715-346-1351.

JUDGES THAT PERFORM MARRIAGES:

Judge Finn	Branch II	715-346-1360
Judge Flugaur	Branch III	715-346-1244

COURT COMMISSIONERS THAT PERFORM MARRIAGES:

David Worzalla	715-346-1364
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JUDICIAL COURT COMMISSIONERS THAT PERFORMS MARRIAGES:

Jan Roberts	715-254-0006
Melissa Dalkert	715-544-6088