

## Application Checklist

----- Call County Clerk's Office to schedule an appointment before coming in to apply at (920)-388-7133 (3-60 days prior to your wedding).

----- State or County Certified Birth Certificate which has the official seal and signature of the Register of Deeds. PHOTO COPIES ARE NOT ACCEPTED. (Hospital Certificate or State Notification of Birth Registration are also not accepted).

----- Photo ID, non-expired (*Driver's License, State ID Card, Passport, or Military ID*)

----- Proof of Residency (*Non-expired Driver's License, Utility Bill, Bank Statement, Pay Stub, Residential Lease with your name & current address on*)

----- Social Security Numbers (you do not need to provide the *card, but must provide SSN if you have one*).

----- Proof of Termination of Previous Marriage if applicable (*Conclusions of Law and Judgment of Divorce with Judge's signature and date, Death Certificate, or State Annulment*)

----- \$80 Application fee. Additional \$25 if the legally mandated 3-Day waiting period is waived (cash or debit/credit cards are accepted. Cards will have an additional 2.39% fee added on to the total)

----- Parental Consent Form if under 18 years old

----- Date of Wedding; Officiant's name, address and phone number; name of County in which marriage will occur; and city, village or town in which marriage will occur.



*Marriage Licenses are issued at  
the County Clerk's Office:  
Monday thru Friday:  
8:00 a.m. to 4:00 p.m.  
\*\*Please call ahead to schedule an  
appointment at (920) 388-7133  
The marriage license process  
takes approximately  
30 minutes to complete*

*To schedule a marriage with the  
Kewaunee County Circuit Court  
Judge call:  
(920) 388-7142*

## *Kewaunee County Marriage License Information*



*Jamie Annoye  
Kewaunee County Clerk*

*Administration Building*

*810 Lincoln St.*

*Kewaunee, WI 54216*

*(920) 388-7133*

## Helpful Hints

### Where to Apply:

Kewaunee County Clerk's Office  
810 Lincoln St., Kewaunee, WI 54216  
8:00-4:00 Monday-Friday

**Please call ahead to schedule an appointment at (920) 388-7133.** If an appointment is not made prior to you arriving, we may not be adequately staffed to issue the marriage license when you arrive.

### Residency:

As of July 1, 2022 - Applicants are able to apply in any county in Wisconsin, it also allows the ceremony to be performed in any county in Wisconsin.

### When to Apply:

Application must be made at least 3 FULL days before the ceremony since a 3 day waiting period is required before the license can be issued. **License is valid for 60 days from issuance date.** For an additional \$25.00 you may apply for a waiver **for good cause** of the 3 day waiting period.

### Fees:

\$80.00 is the marriage license fee (non-refundable). There is an additional \$25.00 fee to waive the 3 day waiting period for good cause.

## Requirements:

- Both applicants must apply, together, in person.
- Applicants must be the age of 18 years to marry. If a person is between the ages of 16 & 18 years, the license will be issued only with the written consent of parents, guardian or custodian. Parents must be present in County Clerk's Office to fill out consent forms.
- Certified Copy of Birth Certificate with raised seal (**No photocopies or Hospital Records can be accepted**). If you do not have a certified birth certificate, and were born in Wisconsin, you may purchase one from the Register of Deeds Office. For persons born in another state, contact the Register of Deeds in the state of birth. Certificates not in English will require a notarized translation to English - **No Exceptions**.
- Photo ID & Proof of Residency. Proof of where you are currently residing. Acceptable items include: A non-expired driver's license showing current residence, passport, mail addressed in your name and current address with recent postmark, utility bill, rent receipt, lease, bank statement.
- Social Security Number: Number must be given if you have one. You do not need to bring in your card.
- If Previously Married: (You **MUST** show proof of how your last marriage ended). Acceptable items include: signed copies of Judgment of Divorce (can be obtained from the Clerk of Courts Office in the County where divorce took place), court annulment papers, or death certificate. Divorce must be final for a minimum of 6 months prior to application.
- Officiants name, mailing address and phone number is required. Please have this information written down & available for your appointment. If using a judge, the judge must be from Wisconsin.
- Location and date of ceremony. (Name of County AND name of Town/Village/City where the ceremony is being held).
- If one or both applicants do not speak English, a third person (unrelated to the applicants) needs to interpret. Couples cannot translate for each other. **No Exceptions.**

**WARNING:** Qualifications of officiants to perform marriages are not verified by the County Clerk or State Vital Records Office. Couples are legally responsible to determine the legality of their officiant. Wis. Statutes 765.16 provides additional information as to whom may perform a ceremony.

If you question the legality of your chosen officiant, you may want to seek legal counsel.

