

# INSTRUCTIONS FOR COMPLETING AN ABSENTEE AFFIDAVIT

PLEASE READ CAREFULLY

**The *Absentee Affidavit* is to be completed if an applicant is unable to appear personally before the County Clerk to apply for a marriage license. The other applicant may apply for a marriage license on behalf of the absent applicant.**

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The County Clerk may not issue a marriage license for which both applicants are absent unless both applicants are:

1. on active duty as a member of the armed forces for the United States, or the state military forces.

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The affidavit will be denied if both parties desiring to marry are not in full compliance with the information that follows. The absent party must complete every blank and sign the affidavit. The absent party's signature must be acknowledged and notarized. Photocopies or faxed copies will not be accepted. Unsworn declarations are not accepted.

1. **Print or type** all information that is requested on the application. No white-out or obvious alterations will be accepted.
2. The names of both parties must be printed or typed EXACTLY as they appear on the identification that will be used to obtain the marriage license.
3. Any adult 18 or older, with the exception of the other applicant, can be named to act as proxy if the absent applicant is a member of the military and is stationed overseas and will not be able to attend the marriage ceremony.
4. There is a 72-hour waiting period immediately following the issuance of the Marriage license unless waived by a court order or proof of active military status.
5. The marriage ceremony must be conducted within 90 days from the date the marriage license is issued or it will expire.
6. An acceptable form of valid, **government issued picture identification** must be presented by the present party.

NO ALTERED DOCUMENTS AS PROOF OF ID WILL BE ACCEPTED.

7. The absentee affidavit expires 30 days from date of signing.
8. The fee is \$82.00. Cash, MasterCard, Discover, or Visa ONLY. No Checks.

Office Hours: Monday through Friday 8:00-5:00 Phone: 903-628-6740

**No licenses issued after 4:30P.M.**

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