

County Clerk's Office
Richland County, Wisconsin

Victor V. Vlasak
County Clerk
Administrative Coordinator

Courthouse – P.O. Box 310
Richland Center, WI 53581

(608) 647-2197
FAX (608) 647-6134

INFORMATION REQUIRED TO APPLY FOR A MARRIAGE LICENSE

The Bride and Groom must apply for their marriage license together.

We need to know the County & Municipality in which each resides, race & last completed grade of education for each.

FOREIGN LANGUAGE: If any of the required documents are in a foreign language, a notarized English translation must also be provided. If you do not speak English you will need to provide a translator when you are applying for your marriage license. Translations from family or friends are not acceptable.

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

RESIDENT: Residents of Wisconsin must apply for the marriage license at the County Clerk's Office in the County where one of you has been living for the last 30 days; this license will then be valid to be married anywhere in the state of Wisconsin.

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.

PROOF OF RESIDENCY: Applicants must show proof of residency either with a current unexpired Wisconsin driver's license or a Wisconsin ID card. If the address on the ID is not correct, other documents such as a current utility bill or government notification addressed to that person can be used. We need to see the mailing date on the envelope. A post office box is not acceptable for an address.

BIRTH CERTIFICATES: All applicants must present a **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.

PREVIOUS MARRIAGE: If either of you has been married before you must present proof of how the last marriage ended. A **CERTIFIED** copy of the divorce/annulment certificate or divorce decree with court seal showing judgment date, or a **CERTIFIED** copy of the death certificate. If the last marriage ended in divorce, a 6-month waiting period must have elapsed since the divorce was granted before a marriage license can be issued.

PARENTS INFORMATION: Applicants must provide parents first, middle, last and mother's maiden name.

MARRIAGE INFORMATION: We need the date and location of the ceremony, the officiant's name, title, address and telephone number. If you wish to be married by the Judge, you may contact his office at 647-2626 to inquire about scheduling a time to be married.

SOCIAL SECURITY NUMBERS: Applicants must provide their Social Security numbers.

FILING FEE: There is a \$50.00 filing fee which is due when you apply for your license. Payments can be made by cash, check and credit/debit cards. There is a surcharge fee for using a credit/debit card. NO REFUNDS.

WAITING PERIOD: There is a five-day waiting period, excluding the day of application. The marriage license is good for 30 days from issuance. The waiting period can be waived for an additional \$5.00 if it is not possible to meet the waiting period. The couple **must both return to pick up the marriage license**, as it has to be signed by both applicants before it can be taken from the County Clerk's office.

HOURS OF BUSINESS: The Richland County Clerk's office is open Monday – Friday, 8:30 a.m. – 4:30 p.m.

Last updated 3/26/16