



Portage County Clerk

1516 Church Street

Stevens Point, WI 54481

Email: countyclerk@co.portage.wi.us

Phone: 715-346-1351 Fax: 715-346-1486

Marriage License Application Requirements & Information

Please note: All required documentation must be provided at the time of application.

Regular offices hours for marriages applications are Monday – Friday, 7:30 a.m. – 3:30 p.m.

During the COVID-19 Public Health Emergency, marriage applications will be taken by appointment only. Please contact the County Clerk's Office to schedule an appointment.

Required documents:

1. **Proof of identification (Photo ID):** The following documents can be used for proof of identity:
 - a. Unexpired Driver License or State ID Card
 - b. Unexpired Passport

2. **Proof of residency:** The following documents can be used to provide proof of residence for the last 30 days prior to application:
 - a. Unexpired Driver License or State ID Card with current name and address
 - b. Real estate tax bill (for most recent year)
 - c. Unexpired residential lease
 - d. Most recent utility bill (gas, electric, phone, cell phone, etc.)
 - e. Most recent bank statement
 - f. Most recent paycheck or paystub
 - g. Other document issued by a unit of government

Electronic proof of residence is acceptable.

3. **A certified copy of birth certificate:** Hospital birth records, baptismal certificates, and laminated birth certificates will not be accepted.

If you were born in Wisconsin, certified copies can be obtained through the Register of Deeds or from the WI Dept of Health & Family Services, Vital Records Office.

In lieu of a birth certificate, an Immigration & Naturalization Card may be accepted.

4. **Social Security number:** Social Security number is required, unless one was never issued.

5. **Date and location of marriage:** including the County and Municipality (City, Village, or Township) where the ceremony will take place.
6. **Officiant information:** Including name, address, and phone. Officiant must be at least 18 years of age. Applicants are responsible for ensuring the officiant is able to perform marriages under Wisconsin law.
7. **If previously married:** Judgement or divorce decree must be provided or a certified copy of a death certificate if prior spouse is deceased. A 6-month waiting period is required in the State of Wisconsin regardless of where the divorce occurred.

Fee: \$100, payable by cash or in-state check. We are unable to accept debit or credit card payments. Fee is due at the time of application.

Where & when to apply: Wisconsin residents must apply in the county where one of the applicants has resided for the past 30 days. Out-of-state residents must apply in the county where they plan to be married.

Application must be made not more than 30 days, and no fewer than 5 days before the ceremony. The day of application is not included in the five-day waiting period. For example, if your ceremony is on Saturday, May 9, application can be made no later than Friday, May 1.

Waiver: For an additional fee of \$25 a waiver may be requested to obtain a license in fewer than 5 days. Applicants must apply a minimum of 24 hours before the ceremony. For example, if your wedding is on a Saturday, the deadline to apply is the Thursday before to ensure a Friday issuance. Licenses will not be issued on weekends or holidays.

Affirmation & signatures: Both applicants must affirm the information provided on the application is true and correct. Both parties must sign the license before it can be issued. The signing does not need to take place simultaneously and both parties do not need to come in together. However, the first applicant must provide all the documentation required for both parties, including a copy of the proof of identification for the second applicant. The second applicant must subsequently present photo ID and sign the license before the license will be issued.

Foreign language documents: If any identity, residence, or proof of eligibility documents are not in English, a certified translation is required. It is the responsibility of the applicant(s) to find a translator for the documents. It is recommended that relatives and friends of the applicants do not act as an interpreter. Contact the Clerk's office to obtain translation forms and instructions.

Under 18: Applicants who are 16 and 17 years of age are required to have written consent of the parent(s), legal guardian, court-appointed custodian, or person having actual care, custody, and control of the applicant. The individual(s) giving consent must accompany the applicant at the time of application, provide proof of identification, and sign a consent form provided by the Clerk's office. No person under the age of 16 may marry. No waiting period waivers are issued for applicants under 18 years of age.

Guardian: If an applicant is under a guardianship, a guardian's consent may be required. Contact the Clerk's office for more information.

Satisfactory documentation: Acceptance of certain documents is at the discretion of the County Clerk or designee.

If you have any questions about the above information or questions about the documents that are required please contact the County Clerk's office at 715-346-1351 or at countyclerk@co.portage.wi.us

Portage County officiants: If applicants are interested in getting married at the Courthouse, it is the responsibility of the applicants to secure an officiant:

Judges

Judge T. Flugaur 715-346-1244

Joint Municipal Court Judge E. McFarland 715-252-0390, erikmcfarlandlaw@gmail.com

Court Commissioners

Family Court Commissioner Melissa Dalkert 715-544-6088

Judicial Court Commissioner Travis Slattery 715-600-1934