

MARRIAGE LICENSE INFORMATION – PORTAGE COUNTY – WISCONSIN

PORTAGE COUNTY CLERK'S OFFICE 715-346-1351, 1516 CHURCH STREET, STEVENS POINT, WI 54481

APPLICATION WILL NOT BE TAKEN WITHOUT ALL OF THE REQUIRED DOCUMENTATION

APPLICATIONS ARE NORMALLY TAKEN MONDAY - FRIDAY, 7:30 AM – 3:30 PM (EXCEPT FOR HOLIDAYS)

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 \$100.00, 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 \$25.00 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. If the waiver is for a marriage to be performed on Saturday, Thursday is the deadline to waive the 24 hour waiver period to ensure pick up of the license on Friday. We are closed on the weekends.
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 applicants** 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 applicants. In Wisconsin, these can be obtained from the office of the Register of Deeds 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. Translator should be non-related third party.
 - b. Legal photo ID (current **un-expired** government-issued driver's license or legal photo ID) for both applicants. Wisconsin Department of Transportation indicates Drivers with a Commercial Driver License (CDL) are required to apply for a Wisconsin driver license within 30 days. Other drivers new to Wisconsin are required to apply for a Wisconsin driver license within 60 days of establishing residency.
 - c. 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.

- d. Proof of Residency
 - i. Per Wis. Stat § 765.09(3)(a), each applicant MUST PROVIDE proof of identification and residence of where you have lived in the past 30 days.
 - ii. The best proof of residence is a valid, unexpired driver's license or Wisconsin ID card. If applicant needs to update the address on your Wisconsin Driver's License or Wisconsin State ID card, applicant may go directly to a Wisconsin Division of Motor Vehicle Service Center or the website at wisconsin.gov to update address and PRINT the RECEIPT which will include the photo and updated address information. You may request the printed receipt from the DMV service center or print a receipt from the website with the updated information and use the receipt for marriage application prior to receiving your new license or ID in the mail.
 - iii. If the applicant does not have a current driver's license or Wisconsin ID card for proof of residence, the following may be used for proof of residency: an unexpired lease, current utility bill, telephone or cell phone bill showing residence of where the applicant has lived for the past 30 days can be used. These forms need to be in paper form, not electronic. If applicant cannot provide any of these forms, the driver's license or I.D. card will need to be updated.
- e. Social Security Number. Applicants must provide their social security numbers if one has been assigned to them.
- f. Date and location of marriage including County and Municipality (City, Village, or Township)
- g. Officiant's name, address, phone and email address. Officiant must be 18 years old
- 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. An unmarried adult who requires consent of a guardian should contact the County Clerk's office for required documentation.

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 Eagon	Branch I	715-346-1355
Judge Flugaur	Branch III	715-346-1244

COURT COMMISSIONERS THAT PERFORM MARRIAGES:

Janet Roberts	715-346-1274
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JUDICIAL COURT COMMISSIONERS THAT PERFORMS MARRIAGES:

Melissa Dalkert	715-544-6088
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