

JULIE GLANCEY
SHEBOYGAN COUNTY CLERK



*Administration Building
508 New York Avenue, Rm. 129
Sheboygan, WI 53081*

Telephone: (920) 459-3003

Office Hours: Monday - Friday
8:00 a.m. - 5:00 p.m.

(The Office is open during the noon hour)

CONGRATULATIONS

HOW TO OBTAIN A MARRIAGE LICENSE
IN SHEBOYGAN COUNTY



Marriage licenses are issued by the County Clerk's Office.



Applications are accepted weekdays between 8:00 a.m. and 4:30 p.m.



Both parties must be present to apply for a marriage license.



No appointment is necessary.



Required documents must be presented at the time of application.



Application fee of \$85.00 is due at the time of application.

Please plan ahead---Bring all required documents with you; and arrive no later than 4:30 p.m. in order to allow enough time for processing your marriage license.

Completed licenses are issued following the 6-day waiting period.



Licenses can be picked up anytime between 8:00 a.m. and 5:00 p.m.



Anyone authorized by the bride or the groom can pick up the license.

MARRIAGE LICENSE INFORMATION

The following regulations are governed by the laws of the State of Wisconsin. (Wisconsin Statutes, Chapter 765) The regulations are the same statewide. The cost of a Marriage License and Waiver Fee, however, will vary from County to County.

When to apply:

Application should be made at least 6 days before, but not more than 30 days before the marriage date. If the couple should be unable to apply within the required time, the County Clerk may waive the waiting period.

It is recommended that couples apply for their license two to three weeks before their wedding date. If necessary, a form requesting that the 6-day waiting period be waived must be completed and an additional fee of \$25.00 must be paid. The form is completed in the Clerk's Office at the time of application.

Residency requirements:

Residents of Wisconsin must make application in the county where one or both parties have resided for the past 30 days. With that license they can be married anywhere in the State of Wisconsin. Applicants that do not reside in Wisconsin must make application in the county where the marriage will take place.

All applicants must provide proof of their current address. Photo IDs such as a driver's license, passport, or resident alien card are preferred, but we will also accept as proof of address, a personal check, utility bill, rent receipt, or other similar item. Both parties must provide proof even if they reside at the same address.

Age requirements:

Every person who has attained the age of 18 years may marry if otherwise competent. Persons 16-17 years old may marry only with written consent of their parents, guardian, or custodian.

All applicants are required to present a Certified Birth Certificate or Resident Alien Card. A Certified Birth Certificate has a raised seal from the State or County where they were born. (Hospital Certificates and Notification of Birth Registration forms are NOT legal documents and are not acceptable)

Applicants under the age of 18 must have written consent. Both parents must sign, even if they are divorced, unless one parent proves sole legal custody. The written consent must be given before the County Clerk under oath. Persons signing the consent form must present identification. A photo ID is preferred.

Marital Status:

If an applicant has been married before, they must provide proof that the last marriage has ended. If the last marriage ended in divorce, the divorce must be FINAL for at least 6 months regardless of where the action took place.

Applicants that have been previously married must present a death certificate, legal annulment, or a divorce judgment from their last marriage. An annulment issued by a church or religious organization is NOT a legal annulment and is NOT acceptable. The divorce judgment is usually part of the "Finding of Fact & Conclusions of Law". The judgment must be signed and must indicate the date the action was final. A divorce must be final for at least 6 months before either party can be married regardless of where the judgment took place.

ADDITIONAL REQUIREMENTS

Applicants are required to supply the following information; however, formal documentation is not necessary. *Some items of information are strictly confidential and collected for statistical purposes only. Those items are marked on the list below. In addition, your current address is also confidential information, but it can be released to law enforcement officers who present a written request.*

- Social Security Number *Confidential*
- Telephone Number *Confidential*
- Number of Previous Marriages
- Race *Confidential*
- Highest Level of Education *Confidential*
- Parents Names, including mother's maiden name
- Date and Location of Intended Marriage
- Name of Person Performing the Wedding Ceremony
- Address and Phone Number of Officiating Person



LICENSE



FACTS

Waiting Period: *There is a 6-day waiting period from the date that the application is made until the license becomes effective. Waiver of the 6-day waiting period can be granted for good cause, however, a fee of \$25.00 will be charged in addition to the regular license fee.*

Expiration Date: *The license is valid for 30 days from the effective date and the marriage must take place within that period of time. If the marriage does not occur within the 30-day period, a new license must be obtained and fees collected again.*

Fees: *The license application fee is \$85.00*
Payment: *Our office accepts cash, check and most major credit and debit cards. There is a transaction fee for both credit and debit cards.*



WEDDING CEREMONIES



Wedding ceremonies can be performed by any ordained member of the clergy, a judge, or a family court commissioner. Couples should make their own arrangements prior to applying for the license.

Civil Ceremonies - Courthouse:

Couples wishing to be married at the Courthouse should contact the Family Court Commissioner at (920) 459-3102. Wedding ceremonies are performed in room B-10 on Fridays between 3:00 p.m. and 4:00 p.m. by appointment only.

Civil Ceremonies - Other:

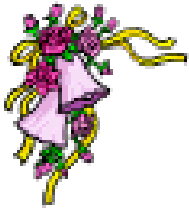
Couples wishing to have a civil ceremony outside of the courthouse can be married by a County or Municipal Judge. To schedule an appointment please call one of the following numbers:

For County Judges - Judicial Assistant Department of the Clerk of Courts Office at (920) 459-0308.
(If you get the Court's answering machine, leave a message---your call will be returned.)

For Municipal Judges – Village of Elkhart Lake-Susan Schleisner at (920) 838-1178; City of Plymouth-Matthew Mooney at (920) 892-8801; City of Sheboygan Falls-David Specht at (920) 467-7905; City of Sheboygan/Village of Kohler-Catherine Q. Delahunt at (920) 457-7057.

Religious Ceremonies - *Non-Wisconsin Resident Clergy:

Couples wishing to be married by a member of the clergy who is not currently practicing in the state of Wisconsin must obtain a letter of sponsorship from a church or religious denomination located within the state. [Click here for sample letter.](#)



Summary of State Requirements and Application Checklist

All documents must be presented and fees paid at the time the application is made.

(Blood Tests & Physicals Are Not Required In Wisconsin)

_____ **Parental Consent Form if under 18 years of age**
(Prepared and Signed in the Clerk's Office)

_____ **Certified Birth Certificates or Resident Alien Cards**
(Hospital certificates or State Notification of Birth Registrations are not accepted)

_____ **Correct spelling of parent's legal first, middle and last names**
(Including mother's maiden name if not on birth certificate)

_____ **Identification and proof of residency**
(Driver's License, Resident Alien Card, Passport, Personal Check, Utility Bill, etc.)

_____ **Social Security numbers** (It is not necessary to present a Social Security Card)

_____ **Previous Marriage Documentation**
(Final Divorce Judgment "Findings of Fact & Conclusions of Law", Legal Annulment Papers, or Death Certificate) **Divorces must be FINAL for at least 6 months.**

_____ **Date and Location of Wedding**
(Make application at least 6 but not more than 30 days prior to the wedding date)

_____ **Name, Address & Phone No. of Person performing the Wedding Ceremony**

_____ **\$85.00 Application Fee** (We accept Cash, Check or Most Major Credit Cards)

_____ **\$25.00 Waiver Fee** (Only for Applications made less than 6 days prior to the wedding)

HOW TO OBTAIN DOCUMENTS

Birth and Death Certificates - Register of Deeds Office

The Sheboygan County Register of Deeds is located in the Administration Building
508 New York Avenue, Room 218 Phone: (920) 459-3872



Divorce Judgments and Annulment Papers - Clerk of Courts Office

The Sheboygan County Clerk of Courts is located in the Courthouse
615 North 6th Street, 1st Floor South Phone: (920) 459-3068

NOTE: All documents must be obtained in the County in which the event took place.