

INSTRUCTIONS FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT

The attached Affidavit of Absent Applicant is to be used to apply for a Marriage License when **ONE PARTY** is unable to appear in the County Clerk's office.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING AFFIDAVIT.

1. The party who will not be able to appear in the County Clerk's office must complete and sign this form in the **PRESENCE** of a Notary Public. **ALL BLANKS** on the form must be filled in, along with all questions answered.
2. The names of both parties must be printed exactly as they appear on the identification that will be used to obtain the Marriage License. The Notary must sign and seal the affidavit.
3. If the absent applicant will not attend the wedding ceremony you must list a name for the proxy (stand-in). This person need not be present to apply for the license, but they must appear at the ceremony. If no proxy is needed you show N/A on that line.
4. The other party must then appear in the County Clerk's office **AT LEAST 72 HOURS BUT NOT MORE THAN 30 DAYS PRIOR** to the wedding. They must present:

- a. An acceptable form of identification for both parties that states the correct name and date of birth of each applicant. This may include any one of the following.

- ❖ **CERTIFIED COPY OF BIRTH CERTIFICATE. (NO XEROX COPIES)**
- ❖ **STATE ISSUED ID CARD**
- ❖ **VALID PASSPORT**
- ❖ **DRIVER'S LICENSE OR COPY OF DRIVER'S LICENSE IF THE ORIGINAL LICENSE IS UNAVAILABLE***
- ❖ **MILITARY I.D. CARD OR COPY OF MILITARY I.D. IF THE ORIGINAL I.D. IS UNAVAILABLE.***

*When a copy of the Driver's License or Military I.D. is used for identification, the copy will be filed along with the application and be made a matter of record.

- b. **UNDER NO CIRCUMSTANCES** will we accept an altered document as proof of Identity.

State of: _____

County of: _____

AFFIDAVIT IN SUPPORT OF PROXY

BEFORE ME, the undersigned authority, on this day personally appeared _____, affiant, and on his/her oath says that he/she is eighteen (18) years of age or older and is not incapacitated in any way; and that the statements herein set forth, including answers to questions propounded, constitute a true and correct and complete statement pertaining to affiant,

1. FULL NAME (maiden): _____

2. ADDRESS: _____

3. DATE OF BIRTH: _____

4. PLACE OF BIRTH: _____

(CITY, COUNTY, AND STATE)

5. CITIZENSHIP: USA **YES** or **NO**

6. SOCIAL SECURITY NUMBER: _____

7. I **HAVE/HAVE NOT** been divorced with in the last 30 days. (Please circle)

8. I am not presently married. **TRUE** or **FALSE**

9. I am not presently delinquent in the payment of court ordered child support. **TRUE** or **FALSE**

10. The other applicant is not related to me as an ancestor or descendant, by blood or adoption; a brother or sister, of the whole or half blood or by adoption; a parent's brother or sister of the whole or half blood or by adoption; a son or daughter of a brother or sister of the whole or half blood or by adoption; a current or former stepchild or stepparent; or a son or daughter of a parent's brother or sister, of the whole or half blood or by adoption. **TRUE** or **FALSE**

11. I hereby declare that I desire to marry _____
whose age is _____ and whose address is _____

12. The approximate date of marriage is _____

13. I am unable to appear in person before the County Clerk because _____

14. I **WILL/WILL NOT** be able to attend the ceremony. I appoint _____
to be my proxy at the ceremony in the event that I am unable to attend.

Declarant

State of: _____

County of: _____

This instrument was acknowledged before me on the _____ day of _____, 20____,

by _____.

Notary Public