

Application Checklist

After ceremony date is scheduled, the couple can apply 6 - 30 days prior to the ceremony.

Officiant Information: Full name, address and telephone number.

Ceremony Location: Municipality of where the ceremony will take place.

\$100 Application Fee: Cash, money order, local check or debit/credit card payments are accepted. (A service fee will be added to all debit/credit card transactions.)

Each person must provide:

Certified Birth Certificate (issued by the state or county where born). Hospital birth certificates, photocopies of birth certificates or birth registrations are not acceptable.

Non-expired photo ID (Driver's License, State ID, Passport, Consular ID or Military ID).

Social Security Number (you do not need to bring your social security card).

Proof of Residency (where you have physically lived for the 30 days prior to application).

Proof of Termination of Previous Marriage, if previously married.

** This brochure will explain the above checklist in more detail.



MOST COMMON OFFICIANT QUESTIONS

My officiant was ordained through the internet. Can he/she perform the ceremony? Yes, if he/she meets the requirements of Wis. Stat. § 765.16.

What if I have concerns about the legality of our chosen officiant? The couple should seek legal counsel if they have questions regarding this. The County Clerk's Office is unable to give legal advice.

Does my officiant need to register? No, there is not a state-wide registry for officiants in Wisconsin.

Neither the Rock County Clerk nor the State Vital Records Office will confirm the legality of an officiant.

If you have any questions, please feel free to contact us at (608) 757-5660 or visit our website at www.co.rock.wi.us/countyclerk.



Marriage License Information



Prepared by:

**LISA TOLLEFSON
ROCK COUNTY CLERK**

**Rock County Courthouse
51 South Main Street
2nd Floor
Janesville, WI 53545**

Telephone: (608) 757-5660

**Marriage licenses are
issued weekdays between
8:00 am and 4:30 pm by
appointment.**

**This information is only for marriages
performed in Wisconsin.
(As required per Wis. Stat. Ch. 765)**



What you need to know...

WHERE TO APPLY

Wisconsin marriages only.

The couple must apply together and in person.

One or Both Applicants are Wisconsin Residents.

Application must be made in the county where one party has resided for at least 30 days. The wedding ceremony can take place anywhere in the State of Wisconsin.

Both Applicants are Non-Residents of Wisconsin.

Application must be made in the county where the wedding ceremony will take place.

Rock County applicants apply at:

Rock County Clerk's Office
51 S. Main Street, 2nd Floor
Janesville, WI 53545
Monday through Friday, by appointment.

If the parties are applying for a marriage license in a different Wisconsin county, please contact that county for location, application times and fees.

WHEN TO APPLY

The marriage license is valid for 30 days from the date of issuance. Wisconsin law establishes a 5-day waiting period between application and issuance of a marriage license. This means that the applicants must apply for the license at least six (6) days prior to the date of the wedding, and no more than 30 days before the date of the wedding, to meet the requirements of state law. Our office is not open Saturday or Sunday, so please account for that time when applying.

REQUIREMENTS - Each person must provide:

- Arrangements for your wedding must be set prior to applying for a marriage license. Please bring the name, address and telephone number of the person performing your ceremony, as well as the address of the ceremony's location. If you have no one to perform your ceremony, a Court Commissioner may be available. Please call the County Clerk's office for the Court Commissioner's information. Two witnesses, 18 years of age or older, need to witness the marriage and sign the marriage license at the time of the ceremony.
- Non-expired photo ID **and** Social Security number. If an applicant has never been issued a Social Security number, the space will be marked "none."
- Proof of where you have physically lived for the 30 days prior to application, such as a driver's license, lease, utility bill or bank statement. You must also know the name of the city, village or town and county where you reside.
- Certified birth certificate issued by the state or county where born. Birth certificates must be legible, not tattered or torn. If an applicant was born outside the United States and does not have a certified birth certificate, a passport or green card may be used in lieu of the birth certificate. If your birth certificate does not include full names of parent(s) and/or the mother's maiden name, you will need to obtain this information before applying. ****Hospital issued birth certificates, notices of birth registration or photocopies of birth certificates are not acceptable.****

REQUIREMENTS - Continued...

- If previously married, a divorce judgment, legal annulment or death certificate from the most recent marriage must be provided. The divorce judgment or legal annulment must include the Judge's signature. **Divorced persons may not remarry until six (6) months + one (1) day after the granting of the divorce, regardless of where the action took place.**
- The legal age for marriage in Wisconsin is 18. If an applicant is 16 or 17 years of age, a consent form needs to be signed by the parents or guardian before the County Clerk.
- If one or both of the applicants do not speak English, a third party needs to interpret at the time of application. Couples cannot translate for each other.

FEE

The license fee is **\$100** payable by cash, local check, money order or debit/credit card. Payment is due upon application and is non-refundable. A service fee will be charged for all debit/credit card transactions. We are *unable* to accept out of town checks.

WAITING PERIOD WAIVER

If the couple should be unable to apply within the required time due to extenuating circumstances, a waiver of the waiting period may be granted at the discretion of the County Clerk. Waivers are an *additional* fee of **\$25**.

Waivers will not be granted for applicants under the age of 18.

