

The following information should help you in preparation before you come in for a marriage license.

➤ **WHERE TO APPLY**

County Clerk's Office 920-294-4005  
Courthouse  
492 Hill Street PO Box 3188  
Green Lake WI 54941-3188

➤ **APPLICATIONS TAKEN**

between the hours of **8:30 AM and 4 PM**, Monday through Friday. We are open over the noon hour. The Courthouse is closed on Saturday, Sunday and Legal Holidays.

➤ **MARRIAGEABLE AGE**

Any person who has attained the age of **18 years** may marry. If a person is between the ages of **16 years and 18 years** the license will be issued **only with the written consent** of parents, guardian or custodian. Consent forms are available at the County Clerk's Office.

➤ **RESIDENCE**

Application must be made in the county where **one party has resided for at least 30 days.**

**If both parties are residents of other states, or Countries, application must be made in the County where the ceremony is held.**

➤ **DIVORCED PERSONS**

May not remarry until **6 months** after the granting of the Judgement of Divorce **regardless** of where the action took place.

➤ **REQUIREMENTS**

- **Any documents not in English need to be translated and certified.**
- **An interpreter needs to be present if you do not speak English. (You provide the interpreter. The interpreter cannot be a relative, must be a disinterested party.)**

1. Applicants **MUST** present a **Certified Copy** of their birth certificate. We **do not accept hospital certificates** as they are not legal documents.
2. Copies of **judgement of divorce, legal annulment papers, or death certificates** from previous marriage **must be presented.**
3. Social Security Numbers **must be presented.**
4. Driver's License, picture ID or Passport for identification and proof of residency.
5. Name, address and phone number of Officiate. Date & Place of intended marriage. (city, village, town and county)
6. **Both parties must appear together** before the County Clerk or Deputy when applying for their license

➤ **WAITING PERIOD**

Applications must be made at least **5 FULL days before a license is issued.** The 5 day waiting period begins after the date of application and ends on the 6<sup>th</sup> day, which is also the issuance day. Keep in mind that we do not issue licenses on weekends or holidays, so plan accordingly. The ceremony may take place on the date the license is issued or any time within 30 days thereafter. The 5-day waiting period may be waived for good cause by the County Clerk, for an additional \$25.00 fee. This waiver must be requested no later than 5 FULL days in advance of the marriage date.

➤ **EXPIRATION**

The license is valid for **30 days after date of issuance** and the marriage must be performed within that period.

- **LICENSE FEE \$75.00**  
**Cash or Check only**

➤ **CEREMONY**

Any ordained clergyman of any religious denomination or society, and licentiate of a denominational body or an appointee of any bishop serving as the regular clergyman of any church of the denomination to which he belongs, the two parties themselves in accordance with the customs, rules and regulations of any religious society, denomination or sect to which either party belong, any judge of a court of record, any family court commissioner appointed under §757.675(2)a or court commissioner appointed under 757.69(2m) may perform the marriage ceremony.

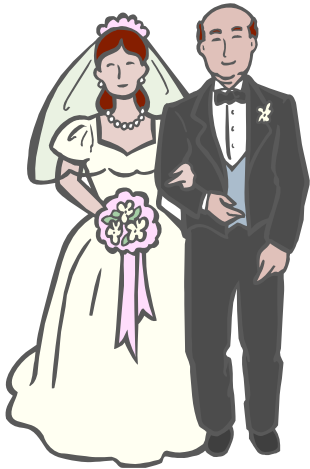
➤ **WITNESSES**

The marriage must be performed in the presence of **2 competent adults (18 years or over)** witnesses other than the officiating person.

➤ **To avoid conflict** with the various requirements, it is suggested that applicants apply early enough to allow time to resolve any problems that may arise. **Contacting the County Clerk's Office prior to making application often avoids problems.**

The portion of the marriage application form that is collected for statistical purposes only shall indicate that the address of the marriage license applicants may be provided by a County Clerk to a law enforcement officer under the conditions specified under §765.20(2)

Revised 06/2010



**JUDGE**

**W.M. McMonigal**  
920-294-4042

**COURT COMMISSIONERS**

**Henry Conti**  
920-294-6677

**Michael P. Lehner**  
920-295-6477

**Jon Wilsnack**  
920-398-2900

**Matt Chier**  
920-361-9740

**MARRIAGE LICENSE**

**INFORMATION**

Required by Chapter 765  
Wisconsin Statutes



**GREEN LAKE COUNTY CLERK  
COURTHOUSE  
492 HILL ST. PO BOX 3188  
GREEN LAKE WI 54941-3188  
920-294-4005**