

REQUIREMENTS TO APPLY

DATE OF CEREMONY: Wedding date must be scheduled BEFORE the couple comes in to apply for their marriage license. Couples make their own arrangements. Any ordained minister, priest, Judge, Court Commissioner, or other person qualified to be an officiant may perform the ceremony. (Judges and Commissioners are listed on second page.)

WARNING: Mail order and internet ordained persons may not be qualified officiants to perform marriages. A couple who chooses such an officiant is required to sign a LETTER OF UNDERSTANDING which states that their marriage may not be legally recognized pending Wisconsin State Statutes.

RESIDENCY: Couple must apply together in a Wisconsin county where one or both parties have resided for at least the last 30 days. If the parties reside in two different Wisconsin counties, the couple has the choice of which county they want to apply. If both parties are residents of another state or country, the application is filled out in the county of the ceremony.

MARRIAGEABLE AGE: Any person who is 18 years old can marry. If a person is 16 or 17, the license will be issued only with notarized written consent of both biological parents, legal guardians, or custodians. Consent forms are available in the County Clerk's Office. Persons under the age of 16 may not marry.

TIME PERIODS

To apply, the couple comes in to the County Clerk's Office 6 to 35 days prior to the ceremony.

5-DAY WAITING PERIOD: Wisconsin law requires a 5-day waiting period, not including the day of the application, before the license can be issued from the County Clerk's Office.

LICENSE EXPIRATION: The license is valid for 30 days after the date of issuance and the marriage must be performed within the 30 day time period. If the marriage does not occur within this period, a new application must be filled out and fees incurred again.

PLEASE BRING REQUIRED DOCUMENTS:

***BIRTH CERTIFICATE:** State certified birth certificates are required, no photocopies – it is a felony to copy vital records! NOTE: The hospital souvenir birth document (with the imprints of your feet) and State Notification of Birth Registration ARE NOT legal documents and are UNACCEPTABLE. **If the birth certificate is not in English, it must be translated.**

PHOTO ID: Each applicant must present photo identification that is unexpired. Examples include: valid driver license, state-issued I.D., passport, resident alien card, military I.D., etc.

PROOF OF RESIDENCE: Each applicant must provide proof of their current address (where you have actually lived for the past 30 days) such as a valid driver license, state-issued I.D., checkbook, residential lease, utility bill, etc. A post office box is not acceptable.

****IF PREVIOUSLY MARRIED:** A judgment of divorce, annulment decree, or death certificate must be presented to the County Clerk. In Wisconsin, divorced person(s) may not remarry until six months from the date of the granting of a judgment of divorce *regardless of where the divorce was granted*. Divorce documents are typically titled: Findings of Facts, Conclusions of Law and Judgment (of Divorce) or Judgment of Divorce. **If the documents are not in English, they must be translated.**

SOCIAL SECURITY NUMBERS: Each party must provide the County Clerk's Office with their Social Security number if one has been assigned to them.

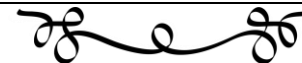
***CERTIFIED DOCUMENTS from the REGISTER OF DEEDS:** Copies of Birth, Death and Marriage Certificates are available from the county where the event occurred. The fee in Wisconsin is \$20 for the first copy and \$3 for each additional copy at the time of purchase.

****DIVORCE JUDGMENTS from the CLERK OF COURTS:** Copies of final Divorce Judgments are available from the county where the event occurred.

OTHER INFORMATION

FEES: The license fee is **\$80**. However, a \$25 waiver fee is charged if, FOR GOOD CAUSE OR UNUSUAL CIRCUMSTANCES, at the discretion of the County Clerk, the marriage license needs to be released before the expiration of the 5-day waiting period.

✓ ML APPLICATION CHECKLIST



- ___ Ceremony date is scheduled.
Apply for marriage license 6-35 days prior to date of ceremony. Applicants need to know the county name and municipality (town, village or city) where the ceremony will take place.
- ___ Officiant Information: Name, contact address, and phone number
- ___ Witness Information: Names, must be 18 years of age or older
- ___ Certified copy of birth certificate issued by the county or state of birth. (NOT a hospital souvenir birth document with footprints, or State Notification of Birth Registration.)
- ___ Photo I.D. (driver license, state-issued I.D., passport, resident alien card, military I.D.)
- ___ Proof of Residency (driver license with current address, checkbook, payroll record, residential lease, utility bill, etc.)
- ___ Proof of Termination of Previous Marriage
Annulment decree, judgment of divorce
Findings of Facts, Conclusions of Law and Judgment (of Divorce) or Judgment of Divorce with Judge's signature and date, or death certificate.
- ___ Social Security Numbers
Applicants must provide their SS numbers if one has been assigned to them.
- ___ License Fee \$80 paid at time of application.
Additional fee of \$25 if the legally mandated 5-day waiting period is waived for a pre-approved reason.
- ___ Parental Consent Form
Persons age 16 and 17 are required to provide both parent's or legal guardian's notarized written consent to marry. If applicable, obtain forms from County Clerk's Office.



No Blood Tests or Physicals Are
Required In Wisconsin

JUDGES & COMMISSIONERS



To schedule your wedding ceremony, please call the:

**MANITOWOC COUNTY
FAMILY COURT OFFICE** (920) 683-4493

CIRCUIT COURT COMMISSIONERS

Atty. Patricia Koppa (920) 683-4015
Courthouse, 1st Floor, Room 119

Atty. Lorene Mozinski (920) 683-4493
Courthouse, 3rd Floor, Room 317

Atty. Steven Olson (920) 683-4493
Courthouse, 3rd Floor, Room 317

CIRCUIT COURT JUDGES

BR. I Hon. Mark R. Rohrer, Rm. 218 683-2758
BR. II Hon. Gary L. Bendix, Rm. 233 683-4042
BR. III Hon. Robert P. Dewane, Rm. 212 683-4022

MUNICIPAL COURT JUDGE

City of Two Rivers

Hon. Eric R. Pangburn (920) 793-5507
1717 E. Park St., Two Rivers

SUPPLEMENTAL COURT COMMISSIONERS

Atty. John Bilka (920) 683-8989
935 S. 8th St., Manitowoc

Atty. Jerilyn Dietz (920) 684-1234
903 Washington St., Manitowoc

Atty. Walter Gregorski (920) 682-3713
320 N. 10th St., Manitowoc

Atty. Jacqueline Lorenz-Sehloff (920) 682-6361
900 S. 10th St., Ste. 1, Manitowoc

Atty. Eric Pangburn (920) 682-9990
713 Washington St., Manitowoc

Atty. Ralph Sczygelski (920) 682-9990
713 Washington St., Manitowoc



**Both parties need to be present.
No appointment is necessary;
however, parties must apply for
their MARRIAGE LICENSE during the
following business hours:**

Monday

8:30 a.m. to 4:30 p.m.

and

Tuesday thru Friday

8:30 a.m. to 4:00 p.m.

NO EXCEPTIONS

The marriage license process takes approximately
15-20 minutes to complete.

If one or both of the applicants don't understand
or speak English, you need to provide a certified
translator who is not a relative or friend to
interpret at the time of application.

Couples cannot translate for each other.

Payment may be made by cash, check/money
order (made payable to Manitowoc County) or
credit card. Credit card use fees apply.

Revised 7/26/2017

Applying for a

Marriage

License . . .

(Reference: WI Statutes Chapter 765)

Congratulations!



LOIS M. KIEL

Manitowoc County Clerk

Manitowoc County Courthouse
1010 S. 8th Street / Room 115
Manitowoc, WI 54220
(Corner of 8th St. and Washington St.)

loiskiel@co.manitowoc.wi.us

Telephone: (920) 683-4003