

## REQUIREMENTS TO APPLY

**DATE OF CEREMONY:** The Officiant, wedding date and location **Must Be Scheduled Prior** to the couple coming in to apply for their marriage license. Couples make their own arrangements. Accredited ordained minister, priest, judge, court commissioner, or other person qualified to be an “*Officiant*” may perform the ceremony (*per WI SS 765.16*). Officiants must be 18 years of age or older. Neither our office nor the State Vital Records Office is able to confirm the legality of a religious officiant. If you have a question about the legality of the officiant you have chosen, you may want to seek legal counsel.

**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.

No Blood Tests or Physicals Are  
Required In Wisconsin

### 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 – in WI, 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 not acceptable. **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:** Parties must present a State annulment, Death Certificate, or Divorce Decree from their most recent marriage. Divorce documents are typically titled: **Findings of Facts, Conclusions of Law and Judgment (of Divorce) or Judgment of Divorce.** 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.* **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:** The following vital records events are available at any Wisconsin county Register of Deeds office:

**Births**, Oct. 1907-present      **Tribal Divorces**, 2016-present  
**Deaths**, Sept. 2013-present    **Tribal Marriages**, 2016-present  
**Divorces**, 2016-present  
**Marriages**, June 2015-present

Wisconsin birth, death and marriage records that *do not* fall within the above dates can be obtained from the Register of Deeds office in 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.

## ML APPLICATION CHECKLIST

- \_\_\_ Wedding date is scheduled: \_\_\_\_\_  
Make appt. in County Clerk’s Office to 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.**  
County \_\_\_\_\_  
Town, Village, City \_\_\_\_\_
- \_\_\_ Officiant Information:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_
- \_\_\_ Witness Information (18 years of age or older):  
Name \_\_\_\_\_  
Name \_\_\_\_\_
- \_\_\_ 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  
State annulment, Death Certificate, or Divorce Decree with judge’s signature and date.
- \_\_\_ 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.

## JUDGES & COMMISSIONERS

♦**Judicial Officials** will perform weddings at Courthouse during normal business hours 8:30 AM to 4:30 PM.

\***Judicial Officials** who will perform weddings outside of the Courthouse, including weekends.

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, 1<sup>st</sup> Floor, Room 119

♦Atty. C. Luke LeFevre .....(920) 683-4493  
Courthouse, 3<sup>rd</sup> Floor, Room 309

### **CIRCUIT COURT JUDGES**

♦BR. I Hon. Mark R. Rohrer, Rm. 233..... 683-2758  
♦BR. II Hon. Jerilyn M. Dietz, Rm. 218 ..... 683-4042  
♦BR. III Hon. Robert P. Dewane, Rm. 212..... 683-4022

### **MUNICIPAL COURT JUDGE City of Two Rivers**

\*Hon. Emily A. Walker.....(920) 793-5507  
1717 E. Park St., Two Rivers

### **SUPPLEMENTAL COURT COMMISSIONERS**

\*♦Atty. John Bilka .....(920) 683-8989  
935 S. 8<sup>th</sup> St., Manitowoc

\*♦Atty. Walter Gregorski .....(920) 682-3713  
320 N. 10<sup>th</sup> St., Manitowoc

\*♦Atty. Jacqueline Lorenz-Sehloff.....(920) 682-6361  
900 S. 10<sup>th</sup> St., Ste. 1, Manitowoc

\*♦Atty. Eric Pangburn .....(920) 249-5533  
1308 Washington St., Two Rivers

\*♦Atty. Joseph Pozorski, III .....(920) 684-6694  
846 N. 8<sup>th</sup> St., Manitowoc

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



**To apply for your marriage license,  
call 920-683-4003  
to schedule an appointment.**

**Appointments are scheduled:**

**Monday - Friday  
9:00 a.m. to 3:45 p.m.**

**Both parties need to be present.**

**NO EXCEPTIONS**

The marriage license process takes approximately  
15-30 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.

**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.

**ALL FEES ARE NON-REFUNDABLE**

Revised 9/20/2021

*Applying for a*

# **Marriage**

# **License . . .**

(Reference: WI Statutes Chapter 765)

# ***Congratulations!***



**JESSICA BACKUS  
MANITOWOC COUNTY CLERK**

Manitowoc County Courthouse  
1010 S. 8<sup>th</sup> Street / Room 115  
Manitowoc, WI 54220  
(Corner of 8<sup>th</sup> St. and Washington St.)  
[jessicabackus@manitowoccountywi.gov](mailto:jessicabackus@manitowoccountywi.gov)

Telephone: (920) 683-4003