



## AUDREY BAUER, PEPIN COUNTY CLERK

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**Office Hours for Applications:** Monday – Thursday 8:30 a.m. to 4:00 p.m.  
Friday 8:30 a.m. to 11:00 a.m.

### REQUIREMENTS FOR APPLYING FOR A MARRIAGE LICENSE

#### WHERE TO APPLY

- ♥ If you are getting married in Wisconsin, you may apply for your license at any County Clerk's Office.
- ♥ **Call or email ahead to schedule an appointment to ensure that that the Clerk or Deputy is available.**
- ♥ Applicants must apply in person at the County Clerk's Office. Both people must sign.

#### WHEN TO APPLY

- ♥ At least 4 days before the ceremony, but no more than 63 days.  
There is a required 3-day waiting period. The application day does not count as a day.
- ♥ Waiting Period waivers are available for an additional \$25.00.
- ♥ License is valid for 60 days from issuance date.

#### REQUIREMENTS

- ♥ Both applicants must apply, together, in person.
- ♥ Date of Ceremony and Venue
- ♥ Each applicant **MUST** present the following documents:
  - ☐ **Certified Government Issued Birth Certificates** with raised or ink seal
    - Not Acceptable - Photocopies, hospital keepsakes, damaged or altered records
    - Provide correct spelling for abbreviated names
- \* If you are not a U.S. Citizen, passports may be used. Please provide both parents full names for the application.
- ☐ **Unexpired Government Issued Photo Identification (Photo ID)**
  - Examples: Driver's License, State ID Card, Passport, Military ID, School ID
- ☐ **Proof of Residence - current address of the last 30 days**
  - Examples: Driver's License (if current), Bank Statement, Utility Bill
- ☐ **Proof of how last marriage ended:**
  - Copy of divorce, annulment or death certificate
  - There is a six-month waiting period after a divorce is final regardless of where the divorce was granted.
- ☐ **Social Security Number**
  - It is not necessary to bring the actual card as long as you know the number.

#### OFFICIANT INFORMATION

- ♥ Please have the following information when applying for your license:
  - ☐ Officiants' Name
  - ☐ Officiant's Mailing Address
  - ☐ Officiant's Phone Number
  - ☐ Officiant's Email

Officiants do not need to register in Wisconsin. All people that meet the requirements of Wisconsin Statute 765.16 may perform ceremonies.

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

If the legality of your officiant is in question please seek legal counsel.

### **ELIGIBILITY**

- ♥ Eligibility requirements for applying for marriage license:
  - Both parties must be at least 16 years of age and must be competent to enter into a legal contract.
  - Applicants under the age of 18 must obtain consent of legal guardian
  - If the parties are closer than second cousin proof of sterility if under 55 years old.

*Note: Persons related closer than second cousins may not marry, with two exceptions.*

1. *First cousins may marry if the female has attained the age of 55.*
2. *Either party, at the time of application for a marriage license submits an affidavit signed by a physician stating that either party is permanently sterile.*

### **FEES**

- ♥ \$ 75.00 for Marriage License
- ♥ \$ 25.00 for a waiver of the three-day waiting period.

Acceptable forms of payment: Cash, check, credit card and debit card.

*Note: There is a 4% convenience fee charge on credit and debit cards.*

Fees are due at time of application and are nonrefundable.

### **OBTAINING CERTIFIED DOCUMENTS**

The **Register of Deeds** in any Wisconsin county can provide you with:

- Certified Birth Certificates
- Death Certificates
- Marriage Certificates

The fee for these documents is \$20.00 each.

### **Clerk of Courts**

Copies of final divorce judgements are available from the Clerk of Courts in the county in which the event occurred.

## **OTHER INFORMATION**

### **Certified Copy Of Marriage Licenses**

After the ceremony is completed and the officiant and two witnesses have signed the license, return it to the Register of Deeds. Until it is returned, the marriage is still in a "pending" mode with the State.

Ensure the following:

- All signatures are present
- Witness' printed names are legible
- Register of Deeds Form F-05281 is completed and payment enclosed.

**Note:** This form (the one with the highlights) was included in your packet along with an envelope.

Once the Register of Deeds has received the certificate, the Marriage Certificate Application and payment, a Certified Copy of your Marriage License will be issued.

The cost is \$20 plus \$3 per additional copies.

The Certified Marriage License will be what you use as proof of marriage.

### **Changing Last Name**

Most agencies will accept a certified copy of your marriage license as proof of name change after marriage if you choose a standard change, such as either or both of you use both of your last names or change to one of the last names.