

POLK COUNTY - MARRIAGE LICENSE INFORMATION

YOU MUST HAVE AN APPOINTMENT FOR A MARRIAGE LICENSE. PLEASE CALL 715-485-9209.

Appointments can be scheduled for Monday-Friday, 9am to 3:30pm

To make an appointment, you must have a wedding date within the next 60 to 4 days and be getting married in the State of Wisconsin.

BOTH applicants must appear in person at the same time

Items needed at the time of application:

(Documents will be verified before proceeding with the application)

- Proof of Identity (Driver's License, ID card, Passport)
- Proof of Residency (e.g. driver's license, ID card, current bill, bank statement)
- **Certified** copy of Birth Certificate (**NO photocopies or hospital birth records**)

Any required documents in a language other than English must be translated into English with a certified English translation. The translation cannot be done by the parties themselves or by a relative or friend of either party.

- **Certified** copy of: Divorce Decree, Annulment (judge's signature and 6-month waiting period) or Death Certificate from last marriage
- Provide Social Security Numbers
- Name, address and phone number of Officiant (person performing the marriage)
- Address of the location where the marriage will occur
- Fee: \$95.00 (cash or check only-**NO credit or debit cards**)

Additional Requirements-

- Must have been divorced for a minimum of 6 months from the date of APPLICATION
- Must be over 18 years of age, or over 16 years of age with parental consent
- Must not be currently married and may not be closer than second cousins unless proof of sterility is provided
- Must have the mental capacity to understand the marriage contract
- Must provide names of 2 witnesses (over the age of 18, competent adults)

Additional Information-

- There is a 3 full day waiting period before the marriage license is valid.
- Any marriage license **for sufficient reason or extenuating circumstance**, can waive the 3-day waiting period for an additional \$20.00
- The County Clerk's office is required to post the names of each applicant in the office due to open records laws.

Officiating Person-

Marriage may be solemnized by any ordained clergyman, licentiate or appointee serving as a clergyman of a church. A civil ceremony may be performed only by a Judge of a County of Record or by a Court Commissioner. It is the responsibility of the applicants to ensure their officiant is legally able to perform the ceremony.

The following Judges will perform ceremonies during normal business hours (8:30 a.m.- 4:30 p.m.) at the Polk County Justice Center by appointment: ***Please have an appointment (wedding date) before scheduling a marriage license appointment.***

Circuit Judge, Branch 1
Daniel Tolan (715) 485-9293

Circuit Judge Branch 2
Jeff Anderson (715) 485-9233

For additional questions and to schedule appointments please contact the Polk County Clerk's office
Monday-Friday 8:30am - 4:25pm at (715) 485-9209.

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