

ARCHDIOCESE OF MILWAUKEE
MARRIAGE PAPERWORK

MARRIAGE FILE:

- Paperwork always needed and retained
 - Prenuptial Questionnaire
 - Baptismal certificates
 - Issued within the last six months for a Catholic
 - Issued at any time for a baptized non-Catholic
 - Affidavit testifying to baptism if certificate not available
 - Certificate of completion of engaged program

- Additional paperwork needed and retained on a case-by-case basis
 - Affidavits for Freedom to Marry (Form 1A)
 - Tribunal documentation regarding declaration of nullity
 - Chancery decree for Lack of Form nullity
 - Rescript of dispensation or permission
 - Death certificate of previous spouse(s)
 - Additional correspondence, e.g. letter from proper pastor giving Catholic permission to marry in another church or chapel

- Additional paperwork needed but NOT retained in the file
 - FOCUS materials
 - Divorce decree(s)
 - Marriage license [NB Notes on marriage licenses]

OTHER FORMS AND NEEDED DOCUMENTS:

- Lack of Form case
 - Gray petition
 - Copy of marriage certificate
 - Copy of divorce decree (only page showing date of granting/filing)
 - Baptismal certificate of Catholic issued within the last six months
 - Form 1A if resident outside Archdiocese of Milwaukee during union

- *Sanatio in Radice* (Sanation)
 - Blue form
 - Baptismal certificate of Catholic issued within the last six months
 - Copy of marriage license
 - Form 1A for both parties
 - Other relevant documents, e.g., Tribunal decree

HOW TO APPLY FOR A MARRIAGE LICENSE

Where to Apply

Marriage license applications may be completed Monday through Friday, from 8:00 a.m. to 4:00 p.m. in the Office of the Milwaukee County Clerk, County Courthouse - Room 105, 901 North Ninth Street, Milwaukee.

Wisconsin Residents

Must apply before the county clerk of the county in which either the bride or groom is a resident. The license issued in that county may be used anywhere in the State of Wisconsin.

Non-Wisconsin Residents

Must apply in the county in which they are to be married.

When to Apply

A wedding date must be set prior to application. The marriage license application must be completed at least seven (7) days but not more than thirty (30) days before the wedding date. The license is valid for 30 days upon the issuance date.

Who May Marry

The minimum age to marry is eighteen (18) years of age. Applicants who are 16 or 17 years of age must have both parents' consent or the consent of their legal guardian. A consent form must be completed, signed, and notarized. This form is available in the Office of the County Clerk.

No marriage shall be contracted between persons who are nearer of kin than second cousins, except that marriage may be contracted between first cousins where the female has attained the age of 55 years or either party has documented proof of sterilization.

Fee

The marriage license fee is \$110.00 payable at the time of filing an application. We accept cash and credit/debit cards. Note: there is a convenience fee of 3% for all credit/debit card transactions. Personal checks are not accepted.

Marriage License Application Requirements

- The bride and groom must apply together in person.
- The bride and groom must show valid photo ID; such as, valid driver's license.
- The bride and groom must bring in certified copies of their birth certificates (hospital certificates or birth registration forms are not acceptable).
- The bride and groom must provide their social security numbers.
- The bride or groom must show proof of residency with a current Milwaukee County address; this does not apply to out-of-state residence. Examples of proof of residence include:
 - Wisconsin Driver's License or State I.D.
 - Utility bill
 - Bank or credit card statement
 - Lease agreement.
- If the bride or groom was previously married, a filed copy of the final judgment of divorce, legal annulment, or certified death certificate must be shown at the time of application. In Wisconsin it is unlawful for any person to marry until six (6) months after the date of the granting of a judgment of divorce, regardless of where the divorce was granted.
- You must provide the name, address, and telephone number of the officiant performing the wedding ceremony.
- Any document not in English must be attached to a certified or notarized translation. Both the bride and groom must speak and be able to read English. The bride or groom may not translate for each other. The applicant(s) must provide a translator.

Failure to meet the requirements as listed above will delay the issuance of your license.