

Jeffrey C. Harrison, County Clerk
PO Box 310
Richland Center, WI 53581-0310
Office: 608.647.2197
FAX: 608.647.6134
Email: jeffrey.harrison@co.richland.wi.us



Wisconsin Act 84 (effective July 1st, 2022) allows for a Wisconsin marriage license to be obtained from the clerk of any county in Wisconsin, allows the marriage ceremony to be performed in any county in Wisconsin, and allows for the marriage documents to be returned to the Register of Deeds of any county in Wisconsin.

INFORMATION REQUIRED TO APPLY FOR A MARRIAGE LICENSE

HOURS OF BUSINESS: The Richland County Clerk's office is open Monday – Friday, 7:30 a.m. – 4:30 p.m. To ensure that there is a staff member authorized to issue marriage licenses available, an appointment is required, and appointments are scheduled between the hours of 8 AM and 4 PM. Please call the County Clerk's office at 608-647-2197 for assistance.

REQUIRED INFORMATION:

PROOF OF IDENTITY:

BIRTH CERTIFICATES: Each applicant for a marriage license shall exhibit to the clerk a certified copy of a birth certificate. Per Wis. Stat. § 69.24(1)(a) it is a felony for individuals to photocopy vital records, and photocopies can be easily altered. If an applicant does not have an original copy of their birth certificate and were born in Wisconsin, they must contact the Register of the Deeds in any Wisconsin County, or the Office of Vital Statistics in the State in which they were born to obtain one. **OR:** Current, non-expired passport, **OR:** Permanent Resident ID card, **OR:** Naturalization papers

PROOF OF RESIDENCY:

Per Wis. Stat. § 765.09(3)(a), each applicant must provide proof of identification and residence.

The best proof of residence is a valid, unexpired, U.S. issued driver's license with current address or photo ID card with current address.

If the applicant does not have a current driver's license or photo ID card, other documents, such as a current utility bill or government notification addressed to that person, can be used.

You must also know whether you live in a city, village, or township.

SOCIAL SECURITY NUMBERS: Applicants must provide their Social Security numbers if they have one.

TERMINATION OF PREVIOUS MARRIAGE: If either applicant has been previously married, they must provide one of the following documents:

A **CERTIFIED** copy of the divorce/annulment certificate or divorce decree with court seal showing the judgment date and signature of the judge. A 6-month waiting period must have elapsed since the divorce was granted before a marriage license can be issued. Or a **CERTIFIED** copy of the death certificate if the previous spouse is deceased. Obituaries are not acceptable, as they are not legal proof of death.

LANGUAGE: If any of the required documents are not in English, an English translation must also be provided. Applicants are responsible for providing reliable translations of their documents. If one or both of the applicants do not speak English, a third party needs to be present to interpret at the time of application. Applicants cannot translate for each other and any person under the age of 18 cannot translate for the applicants.

AGE REQUIREMENT: Applicants must be at least 16 years of age to marry in the state of Wisconsin. Applicants under 18 years of age must have written consent from both parents, the guardian or the custodian as defined by law, or the parent having the actual care, custody, and control of the applicant. The written consent must be presented to the County Clerk under oath, certified in writing, and verified by affidavit before a notary public.

NON-RESIDENT: When both parties are nonresidents of the state, the ceremony shall be performed only in the county in which the marriage license is issued. Wis. Stat. § 765.05

OFFICIANT INFORMATION: Applicants must supply the officiant's full name, mailing address, and telephone number. The marriage license application cannot be completed without this information. If the applicants wish to be married by the Circuit Court Judge, you may contact their office at (608) 647-2626 to inquire about scheduling an appointment.

WHO CAN BE AN OFFICIANT? Officiants should follow Wisconsin Statute § 765.16 regarding the ceremony. An officiant should seek legal counsel if they have questions or concerns related to their role in how a marriage contract is made. Please refer to Wisconsin State Statute 765.16 available at www.legis.wisconsin.gov. For information on Self-Marriages please refer to Wisconsin State Statute 765.16 as well.

DATE & LOCATION OF CEREMONY: A wedding date must be set before applying for the marriage license. The City, Village, or Township of where the ceremony is taking place must be supplied to complete the license application. It is the responsibility of the applicants to supply the County Clerk's office with this information.

FILING FEE: A \$75.00 filing fee is due to the clerk's office at the time of application. Payments can be made by cash, check and credit/debit cards. There is a surcharge fee for using a credit/debit card.
NO REFUNDS ARE GIVEN FOR ANY REASON.

WAITING PERIOD: There is a three-day waiting period, excluding the day of application. The marriage license is then valid for 60 days from issuance. The waiting period can be waived for an additional \$15.00 if the applicant or applicants meet specific criteria such as: incarceration, medical, military/deployment, out of state, work/school.

VALIDITY OF LICENSE: The officiant must file the marriage license worksheet with the Register of Deeds within three (3) days of the marriage ceremony per Wis. Stat. § 765.19.

Applicants may purchase certified copies of the marriage certificate from the State Vital Records Office or the Register of Deeds Office in any county in Wisconsin.

It is a felony to make copies of the certified copy of the marriage certificate. Wis. Stats. § 69.24.

The office number for the Richland County Register of Deeds is 608-647-3011.