

## MARRIAGE LICENSE INFORMATION

### Judge/Court Commissioners/Officiants

Judge Jane E. Bucher – 608-328-9420

Judge Faun M. Phillipson – 608-328-9420

Todd Schluesche - 325-2500

**YOU MUST HAVE ALL INFORMATION READY BEFORE YOU COME TO THE COUNTY CLERK'S OFFICE TO APPLY. IF YOU DO NOT HAVE EVERYTHING THAT IS REQUIRED, YOU WILL BE ASKED TO PLEASE COME BACK WITH THE APPROPRIATE INFORMATION.**

### **WHERE TO APPLY**

- **Green County Clerk's Office (Historic Courthouse on the square)**  
1016 16<sup>th</sup> Avenue  
Monroe, WI  
Phone No: 608-328-9430

### **HOURS TO APPLY** You must apply together and in person

- Monday - Friday (closed holidays)
- 8:30 a.m. – 12:00 p.m. & 1:30 p.m. – 3:30 p.m. (closed over the lunch hour)

**COST: \$100.00**      **WAIVER: \$25 additional fee (for certain criteria's below)**

- A waiver will only be issued for a valid reason (i.e. out of state & out of county residents, Military, health). We **WILL NOT** issue waivers to minors. Cash, check, credit cards and debit cards accepted.
- **Once you have applied, NO REFUNDS WILL BE ISSUED**

### **4-DAY WAITING PERIOD**

- You need to come in at least 4 days before the wedding, but not more than 60 days prior (office is closed on weekends and holidays). The license will be issued 4 days following the day after you apply for the license. Then you may pick it up or have it mailed to you.

### **BIRTH CERTIFICATE**

- A *certified* copy of a birth certificate with a seal **MUST** be brought in with you at the time of application. If the birth certification is a short form, please know the correct spelling of your parent's full names including middle names and mother's maiden name. **DO NOT BRING A HOSPITAL CERTIFICATE (footprints and decorative seal) OR A PHOTOCOPY - NEITHER IS A LEGAL DOCUMENT.**
- If your birth certificate is not in English, you **MUST** have it translated into English by a trusted person **other** than the applicant, a friend or relative. It may be translated by a government employee, a teacher, someone from an ethnic assistance center or some other person with proficient language skills. You must bring in the original birth certificate along with the translated version. Lisa Hendrickson will translate the birth certificate in Spanish for a fee. You may contact her at 558-0091. Translator's signatures must be notarized.

### **UNEXPIRED DRIVER'S LICENSE OR PHOTO ID CARD**

- If your driver's license or photo ID does not have your current address, you must bring a recent utility bill or piece of mail showing your current address along with your driver's license.

#### **PROOF OF HOW YOUR LAST MARRIAGE ENDED IF PREVIOUSLY MARRIED**

- Certified death certificate
- Final divorce judgment with a judge's signature - **WE WILL NOT ACCEPT CERTIFICATES OF DIVORCE OR ANNULMENT WITHOUT A DATE OF DIVORCE**  
**\*\*It is unlawful to marry in the State of Wisconsin until 6 months after the divorce judgment is granted\*\***

#### **LOCATION OF THE WEDDING**

- Please know the county of marriage and if you are getting married outside of a city or village, then it would be a township and you will need to know the name of that township. Also, please know if it is a city or a village as well.

#### **OFFICIANT'S NAME, ADDRESS AND PHONE NUMBER**

- We cannot issue a marriage license without this information

#### **SOCIAL SECURITY CARD IS PREFERRED, BUT NOT NECESSARY**

**\*\*Please allow between 15 and 30 minutes to complete the application process depending on the time of day you arrive. Afternoons are usually the busiest\*\***

**\*For any couple wanting to get married at the courthouse, the ceremony will be performed at the County Clerk Office at the counter and only you and your 2 witnesses will be allowed for the ceremony.\***