

## Marriage License Information

County Clerk's office is located at 220 E. State St Room 112 Mauston, WI in the Old Courthouse building. Our hours to apply for marriage licenses are Monday – Friday 8am to 4pm. We are not open on weekends or some holidays and you do not need to schedule an appointment to apply. BOTH applicants will need to be present for the application process and please make sure each applicant has all of the required documentation to apply. This process will take about 20 -30 minutes to complete.

- 1.) Proof of Residency: You must apply in the County where you live. Juneau County residents apply at the old Courthouse in Mauston.
  - A.) You will need to provide proof of Juneau County residency. A current driver's license with a current address is the best proof. If this is not available, each applicant must provide proof of current address, such as a checkbook, utility bill, income tax record, military papers, medical or dental bill. If the applicant is not a US Citizen then a current passport is needed.
  - B.) If both applicants are from out of state, the license must be issued in the county where the marriage will be performed.
- 2.) Social Security number: Must be provided if one has been assigned to you.
- 3.) Certified Birth Certificate: Birth Certificate with parent's full name is required and we do NOT accept hospital copies or Xerox copies. To obtain a certified birth certificate you can go to the Register of Deeds office. Fees will apply.
- 4.) Previous Marriage: If either party has been married before, we will need a Divorce Judgement or Death Certificate for the most recent marriage. It must be signed by the judge and have a 'File Date' stamp on it. Copies of your final Divorce Judgments can be obtained from the Clerk of Court in the County in where the divorce occurred. In the state of Wisconsin, it is not lawful for any person to marry again until six months after Judgment of Divorce is granted.
- 5.) Wedding Date: You will need to know the date you are being married and also provide the City, Village, or Township you will be married in.
- 6.) Officiant Information: You will need to provide your Officiant's full name, address, and phone number.
- 7.) Fees: The marriage license fee is \$85.00, with an additional \$25.00 if a waiver is necessary.
  - a.) The license is good for 30 days after it is issued. If the 30 days pass, a new application will need to be obtained along with all fees.
  - b.) Waiting period – There is a 6 day waiting period including the day you apply. A waiver may be granted for the waiting period due to the following circumstances: serious medical condition, in military and expected to be relocated, if one or both parties are from out-of-state and cannot come in to apply for a license at least 5 days in advance.