

APPLICATION CHECKLIST

- Arrangements must be finalized prior to applying for your marriage license.** Your wedding date; the city, village or township where your marriage is taking place; the name, address, phone number and e-mail address of your officiant
- Make an appointment to apply for your marriage license** by calling the County Clerk's Office at 920-849-1458
- Certified birth certificate** which includes a raised seal (NOT a hospital certificate of birth or state Notification of Birth Registration)
- Unexpired Photo ID**
- Proof of residency required *if photo ID is not current* (recent mail)
- Social Security Numbers**
- If previously married, proof of how last marriage ended (death certificate; legal annulment; or findings of fact, conclusions of law and judgment of divorce)
- \$100 application fee** plus \$25 waiver fee if qualified to apply for license less than 6 days prior to the wedding (must be approved by the County Clerk)
- Parental Consent Form if under 18 years of age

**Beth A. Hauser,
Calumet County Clerk
Calumet County Courthouse**

206 Court Street
Chilton, WI 53014

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WISCONSIN
Calumet
County
County Clerk

MARRIAGE LICENSE INFORMATION





Civil Ceremonies

Couples wishing to be married at the Courthouse should contact the Family Court Commissioner's Office at 920-849-1414 prior to applying for the marriage license.

Wedding ceremonies are performed in Courtroom #2 (Room 115) on Tuesdays and Thursdays *by appointment only*.

INFORMATION GUIDE

Marriageable Age: Any person who has attained the age of 18 may marry. Persons 16-17 years of age may marry only with written consent of parents or guardian. Consent forms must be signed in the County Clerk's Office.

Residency: Application must be made in the County where one or both parties have resided for at least 30 days. If both parties are residents of another state, application must be made in the county where the ceremony will be held.

License Application: Both parties must apply together in person at the County Clerk's Office. The application should be made 6-30 days prior to the marriage date. An appointment is necessary to apply and can be made by calling 920-849-1458. The application fee of \$100 is payable by cash or check only on the date of the application.

Proof of Age: Both parties are required to provide a certified birth certificate which has a raised seal on it from the State or County where they were born. Hospital souvenir birth certificates and State Notification of Birth Registrations are not acceptable. If born outside the U.S., a Resident Alien Card or passport will be accepted.

Photo ID and Proof of Residency: Both parties must present photo identification (driver's license, alien card, school ID, etc.) and documentation showing a current address (driver's license, current mail, etc.).

Social Security Numbers: Both parties must provide their social security number. It is not necessary for you to bring the card.

Ceremony: When you apply for your marriage license, we will need to know the DATE of your ceremony, the exact LOCATION of your ceremony, and the NAME, ADDRESS, PHONE NUMBER and E-MAIL ADDRESS of the person performing your ceremony.

Divorce papers/Death Certificates: If either party has been previously married, they just provide a copy of the Divorce Judgment, Legal Annulment Papers or Death Certificate from their LAST marriage. If the last marriage ended in divorce, the divorce must be final for at least 6 months to remarry in Wisconsin.

Foreign Language: Documents in another language must have a certified translation. Persons who do not speak and/or understand English must bring an independent interpreter not related to either party when applying for their license.