



DODGE COUNTY MARRIAGE LICENSE INFORMATION

WHERE TO APPLY: Wisconsin residents may apply at the County Clerk's Office in any County in the State of Wisconsin. Marriages may be performed in any county in Wisconsin.

WAITING PERIOD: Application must be made at least 4 days before a license is issued. If you are getting married on a Saturday, you must apply by Tuesday of the week the ceremony is taking place. You must have your ceremony date planned and scheduled with your officiant prior to applying for the marriage license.

PHYSICAL EXAMINATIONS AND/OR BLOOD TESTS: Not required.

PROOF OF IDENTITY AND AGE: Certified birth certificates are required, accompanied by a legal picture ID (current un-expired government issued driver's license or ID). A certified birth certificate must bear the official embossed seal, and a signature of the state registrar, register of deeds or city health officer. The seal of a notary public does not suffice for a certified copy of a vital record. If you were born in Wisconsin, you may obtain a State Certified birth certificate from a Register of Deeds Office, or the State of Wisconsin – Vital Records. Dodge County Register of Deeds may be reached at (920) 386-3720. The souvenir birth document given by a hospital is not a legal document and is unacceptable. Be prepared to provide accurate and complete names of parents. Persons under the age of 18 may not marry.

DIVORCED PERSONS: It is not lawful for any person, who is or has been a party to an action for divorce in any court in this state, or elsewhere, to marry again until 6 months after judgment of divorce is granted. A signed Judgment of Divorce from the last previous marriage must be presented to the County Clerk.

DEATH CERTIFICATES: A certified copy of a death certificate must be presented to the County Clerk if your last previous marriage was terminated by death.

PROOF OF RESIDENCE: 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 checkbook, utility bills, income tax record, payroll record, military papers, student record, medical and/or dental bills.

LOCATION AND DATE OF MARRIAGE: Applicants must have the date of the marriage, and the correct spelling of the officiant's name, their business address, phone number, and e-mail address. Applicants should also know the county name and municipality (city, village or town) where the ceremony will take place. **Please have the above information written down prior to arriving.**

SOCIAL SECURITY NUMBERS: Applicants must provide their social security numbers if one has been assigned to them.

TRANSLATOR: If one of the parties to the marriage does not understand or speak English, they must bring a translator with them. Any documents not in English must be translated by an official professional translator. The translator must be over the age of 18.

LICENSE FEE: The license fee is \$100.00. These fees are payable, in **CASH ONLY**, on the day you come to apply for the license. (We do not accept checks or credit cards) No refunds given.

HOURS: Marriage license applications are taken in the County Clerk's office, located on the first floor of the Administration Building, Monday through Friday from 8 a.m. – 12 p.m., 12:30 p.m. 4 p.m. Both applicants must come to the office at the same time to apply. Appointments are not required.

COURTHOUSE WEDDING: If you would like to get married at the Dodge County Justice Facility, please contact Court Commissioner, Steve Seim, at 920-386-3543 or Clerk of Courts 920-386-3570 to schedule the ceremony prior to applying for the license. There is a \$50 fee to get married at the Justice Facility, payable in **CASH ONLY**, at the County Clerk's Office on the date of the wedding.

FOR FURTHER INFORMATION OR QUESTIONS CONTACT:

Danielle J. Van Egtern, Dodge County Clerk
127 E. Oak Street, Juneau, WI 53039

Phone: 920-386-3601 | Email: clerk@co.dodge.wi.us | www.co.dodge.wi.us

Checklist for Marriage License Applicants

What is our wedding date?	_____
Where do we need to apply?	_____
When do we need to apply?	_____
Will we require the use of a translator for application or documents?	_____
Do we have certified birth certificates?	_____
Do we have proof of identity?	_____
Do we need Judgment of Divorce papers? Death Certificates?	_____
Do we know, or have with us, our social security numbers?	_____
Do we have sufficient proof of residence?	_____
Do we have a current passport (for non-citizens only)?	_____
Do we have the officiant's address, phone number, and e-mail address?	_____
Do we know the correct spelling of officiant's name?	_____
Do we know the correct spelling of our parent's full names including mother's maiden name?	_____
Do we know what county and city, village or town we will be married in?	_____
Do we have the license fee? (Cash only)	_____