

## **MARRIAGE LICENSE INFORMATION**

**Court Commissioners/Officiants** - Timm Burns - 328-9429  
Charles Wellington - 325-2191  
Jeff Ingebritsen - 325-7137

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

**HOURS TO APPLY** - 8:00 a.m. - 3:45 p.m. Monday - Friday (closed holidays)

You must apply together and in person.

### **ARE YOU A GREEN COUNTY RESIDENT and HAVE BEEN FOR 30 DAYS?**

Apply in the county that you live in if you are residents of Wisconsin  
Apply in the county of the marriage if you are non-residents of Wisconsin

**YOU CAN ONLY APPLY IN THE STATE OF WISCONSIN IF YOU ARE GETTING MARRIED IN WISCONSIN.**

### **DO YOU HAVE YOUR WEDDING PLANS MADE?**

You will need to know the wedding date and officiant performing the ceremony before you can apply.

### **COST**

\$85.00 (**\$110.00 if waiver is necessary and only for a valid reason. Inconvenience is not a valid reason** and we **WILL NOT** issue waivers to minors). Cash, check or money order accepted. We **cannot** accept credit or debit cards.

### **THERE IS A 6-DAY WAITING PERIOD**

You need to come in at least 6 days before the wedding, but not more than 30 days prior {office is closed on weekends and holidays, *(i.e. if couple comes in on Monday or Tuesday, the marriage license would be issued the following Monday)*}. The license will be issued 6 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, from the state or courthouse in the county of birth **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 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 325-3805. All translators' signatures must be notarized.

**AN 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 showing your current address along with your driver's license)

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

- a. Certified death certificate
- b. Final divorce judgment with a judge's signature

**LOCATION OF THE WEDDING**

Please know the county of marriage and IF you are getting married outside a city or village, then it would be a township and you will need to know the name. If you are getting married in a village or city, you will need to know that as well, especially out-of-county.

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

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

**Also please allow between 30 and 45 minutes minimum to complete the application process.**