

Checklist of What To Bring When Applying:

- State Certified Birth Certificates
- Photo ID & Proof of Current Residence
- Social Security Numbers
- If Previously Married: Divorce Judgement, Annulment documents or Death Certificate
- Marriage Date
- Place of Marriage:
- County & City, Village or Town in which the marriage will occur
- Officiant Information:
- Name, Address & Phone Number
- Marriage License Fee: We accept cash, check, money order and debit/credit cards. There is a service fee for using debit/credit cards.
- Parental Consent if Under 18 Years of Age

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How to Contact Us:

Phone:

(715) 682-7000
option 2

Fax:

(715) 682-7032

E-mail:

heather.schutte@co.ashland.wi.us

Or Visit Us Online:

www.co.ashland.wi.us

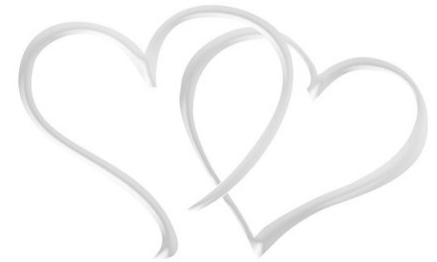


Ashland County Court Commissioners

David Siegler (715) 682-7016

Philip Sorensen (715) 292-1137

Applying for a Marriage License



Ashland County
Wisconsin

Heather W. Schutte

Ashland County Clerk 201
Main Street West,
Room 202
Ashland, WI 54806

715-682-7000

Where to Apply:

Ashland County Clerk's Office
201 Main Street West
Room 202 Ashland,
WI 54806

Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.
Closed weekends and legal holidays.

The application process takes approximately 30 minutes. Please allow enough time to complete the process during regular business hours.

When to Apply:

Wisconsin law requires a 5-day waiting period before a license can be issued.

The day of application does not count towards the waiting period.

The license is valid for 30 days from the *issue* date. If the license is not used within 30 days, a new application must be completed along with an additional \$75.00 application fee.

A waiver of the waiting period may be granted, with prior approval, due to unusual circumstances such as medical condition, military personnel expected to be relocated, attending school at a location that is distant from the county or if both parties reside out of state and cannot apply in person at least 5 days before the marriage date.

The fee for the waiver is \$15.00.

Fees:

The license fee is \$75.00.

We accept cash, check, money order or debit/credit card. **Note:** A service fee applies for the use of debit/credit cards.

Fees are non-refundable.

Documents Needed:

Certified birth certificates are required, **no copies**. (Hospital Birth Certificates and "State Notification of Birth Registration" are NOT acceptable as they are not considered legal documents).

If the birth took place in Wisconsin, you can purchase from any Register of Deeds Office in the State of Wisconsin.

If the Birth Certificate is in a foreign language, it **must** be translated into English and certified by a translator *before* you apply.

Proof of Residency: Current (non-expired) Photo Identification. Examples: Driver's license, State ID, Student ID, etc.

If your address is different from what appears on your Photo ID, you will need to bring an approved piece of mail that is at least 30 days old with your current address.

If either applicant has been previously married, you will need to provide proof of how the last marriage ended:

Divorce - Divorce judgment/decree with court seal showing judgment date signed by the presiding Judge from the Clerk of Circuit Court's office *or* certified copy of divorce/annulment certificate from the Register of Deeds office.

Annulment - Signed official annulment documents.

Death - Certified Death Certificate.

Social Security Number: You will be required to provide your Social Security Number at the time of application if you are a United States Citizen.

Officiant Information: You must provide the name, address and phone number of the officiant. (If a Judge is performing your ceremony, the Judge **must** be from Wisconsin.)

Residency:

Wisconsin Residents must apply in the County Clerk's Office of the county where one or both applicants have resided for *at least* 30 days.

The license is valid anywhere in Wisconsin.

Out of State residents must apply in person in the county where the ceremony will be performed.

Persons Who May Not Marry:

Blood relatives who are nearer of kin than second cousin, except when the female is 55 years of age or older.

Incompetent persons.

A person under the age of 16.

Wisconsin law prohibits marriage before six months have passed from the date a divorce becomes final, regardless of where the divorce took place.

Age Requirements:

Any person who has reached the age of 18 years may marry.

Persons between the ages of 16 and 18 years can only have a license issued with the written consent of parents, guardians or custodians who must be present in the County Clerk's Office to fill out legal consent forms.

Validity:

Non-Residents: Marriage in Wisconsin by non-residents who are prohibited from marrying in the state of their residence is null and void.

Wisconsin Residents: Marriage of Wisconsin residents in another state is null and void if the persons were prohibited from marrying in Wisconsin.