

THE STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

**AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE**

I, \_\_\_\_\_ (name) \_\_\_\_\_, of \_\_\_\_\_ (county), \_\_\_\_\_ (state),  
on my oath say and declare that I am eighteen (18) years of age or older and not incapacitated in any way and that the statements herein  
set forth, including answers to questions propounded, constitute a true, correct and complete statement and declaration.

- FULL NAME (including maiden name) \_\_\_\_\_
- ADDRESS \_\_\_\_\_  

	City	State	Zip
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- DATE OF BIRTH \_\_\_\_\_
- PLACE OF BIRTH \_\_\_\_\_  

	City	County	State
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- CITIZENSHIP \_\_\_\_\_
- SOCIAL SECURITY NUMBER \_\_\_\_\_
- IF DIVORCED: Did the divorce occur within the last 30 days? ..... Yes \_\_\_\_\_ No \_\_\_\_\_
- Neither applicant is presently married at this time..... True \_\_\_\_\_ False \_\_\_\_\_
- Neither applicant is presently delinquent in the payment of court-ordered child support..... True \_\_\_\_\_ False \_\_\_\_\_
- The other applicant is not related to me as an ancestor or descendant, by blood or adoption; a brother or sister, of the whole or half blood or by adoption; a parent’s brother or sister of the whole or half blood or by adoption; a son or daughter of a brother or sister of the whole or half blood or by adoption; a current or former stepchild or stepparent; or a son or daughter of a parent’s brother or sister of the whole or half blood or by adoption..... True \_\_\_\_\_ False \_\_\_\_\_
- I do desire to be married ..... True \_\_\_\_\_ False \_\_\_\_\_
- The party I desire to marry is: \_\_\_\_\_ whose age is: \_\_\_\_\_  
and their address is \_\_\_\_\_  

	Address	City	State	Zip
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- Approximate date of Marriage: \_\_\_\_\_  

	Month	Day	Year
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- I am unable to appear in person before the County Clerk due to \_\_\_\_\_  
\_\_\_\_\_
- I am unable to attend the ceremony and for that reason I hereby appoint \_\_\_\_\_  
to act as proxy for the purpose of participating in the ceremony.

I solemnly swear (or affirm) that the information I have given in this declaration is correct.

Executed \_\_\_\_\_, 20\_\_\_\_  
Applicant

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me by the said \_\_\_\_\_ this the \_\_\_\_\_  
day of \_\_\_\_\_, A.D., 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**IF THIS FORM IS NOT FILLED OUT COMPLETELY & CORRECTLY IT WILL BE TURNED AWAY AT THE COUNTY CLERK’S OFFICE.**

## **INSTRUCTION FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT**

### **PLEASE READ CAREFULLY**

The **AFFIDAVIT OR ABSENT APPLICANT** is to be used to apply for a Marriage License when one party is unable to appear in the County Clerk's Office. Please read the following instructions carefully before completing the Affidavit. Print or type all information that is requested on the attached Affidavit and Statement. The absentee party must return the completed Affidavit and Statement to the party they wish to marry. **Both parties desiring to marry must be in full compliance with the information that follows, or the application will be denied.** At least one party desiring to marry must appear before the County Clerk.

1. The County Clerk may not issue a marriage license for which both applicants are absent unless the person applying on behalf of each absent applicant provides to the clerk an affidavit of the applicant declaring that the applicant is:
  - (1) on active duty as a member of the armed forces of the United States, or the state military forces; or
  - (2) confined in a correctional facility, as defined by Section 1.07, Penal Code.
2. The party who will not be able to appear in the County Clerk's office must complete and sign the attached form in the presence of a Notary Public, County Clerk, Deputy Clerk in the Marriage License Department or office in the U.S. Military who has the authority to take acknowledgements. A title and/or name must be printed or typed below this signature. **All blanks on the form must be completed.**
3. The names of both parties must be printed or typed exactly as they appear on the identification that will be used to obtain the Marriage License. Acceptable forms of identification are: certified copy of birth certificate, valid driver's license, Military I.D., valid ID issued by the Department of Public Safety, Valid passport, certification of school records, any valid license issued by the State of Texas, valid voter registration that shows date of birth, county owned hospital records, or naturalization papers. The authorized person taking the acknowledgment must complete **ALL** of the information requested on the form under line #15, except the signature of the absent applicant. If acknowledgment is taken in a state other than Texas, please strike Texas and list state that applies.
4. If absent applicant will be unable to attend the ceremony the appointment of any adult, **except the other applicant,** to act as proxy for the purpose of participating in the ceremony must be noted in line #16 on the form and **must appear in person with the other party and present his/her identification.**
5. Applicant must then appear in any County Clerk's Office in the State of Texas at least 72 hours, but not more than 30 days prior to the ceremony. The applicant must present an acceptable form of identification for both parties that state the correct name and date of birth of each applicant, as listed above in #3. **UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. WE MUST HAVE THE ORIGINAL DOCUMENT OR CERTIFIED COPY.**
6. The 72 hour waiting period does not apply to active duty military and a copy of the Military ID must be submitted with the Affidavit along with an **original** form of identification.
7. If either party has been divorced within the last 30 days, please contact the County Clerk's Office for more information.
8. If either party is under the age of 18 years, please contact the County Clerk's Office for more information.
9. If marriage must take place before the 72 hour waiting period, please contact County Clerk's Office for more information.

**PLEASE ALLOW FOR 30 MINUTES TO ISSUE LICENSE**

## **INSTITUTIONAL DIVISION OF TDCJ – APPLICATION FOR MARRIAGE LICENSE**

### **PLEASE READ CAREFULLY**

The **DECLARATION IN SUPPORT OF PROXY** is to be used to apply for a Marriage License when one party is unable to appear in the County Clerk's Office due to incarceration at the Texas Department of Criminal Justice, Institution Division. Please read the following instructions carefully before completing the Declaration. Print or type all information that is requested on the attached Declaration. The absentee party must return the completed Declaration and Statement to the party they wish to marry. **Both parties desiring to marry must be in full compliance with the information that follows, or the application will be denied.**

1. The party who will not be able to appear in the County Clerk's Office must complete and sign this form. **All blanks on the form must be completed by the person signing.**
2. The names of both parties must be printed **exactly** as they appear on the identification that will be used to obtain the Marriage License. The absentee person must complete **ALL** of the information requested on the form and must sign.
3. The absent applicant must appoint any adult, **except the other applicant** to act as proxy for the purpose of participating in the ceremony. The person to act as proxy must be named in line #14 on the form and **must appear in person** with the other party and present his/her identification.
4. Applicant must then appear in any County Clerk's Office in the State of Texas at least 72 hours, but not more than 30 days prior to the ceremony. The applicant must present an acceptable form of identification such as: Certified Copy of birth certificate, valid driver's license, Military ID, valid ID issued from Department of Public Safety, valid passport, certification of school records, any valid license issued by the State of Texas, valid voter registration that shows date of birth, county owned hospital records, or naturalization papers. **UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. WE MUST HAVE THE ORIGINAL DOCUMENT OR A CERTIFIED COPY.**
5. If either party has been divorced within the last 30 days, please contact the County Clerk's Office for more information.
6. If either party is under the age of 18 years, please contact the County Clerk's Office for more information.

**DECLARATIONS IN SUPPORT OF PROXY EXPIRE 30 DAYS FROM THE DATE THEY ARE SIGNED**

**PLEASE ALLOW 30 MINUTES TO ISSUE MARRIAGE LICENSE**

**Office Hours:** 8:00 am - 4:30 pm      Monday through Friday

Phone number for the County Clerk's Office is (903) 590-4697 or 4698.