

Before “I Do”

Checklist

- Valid photo ID
- Certified birth certificate
- Proof of address (*both applicants must provide current address*)
- Previous marriage documents
- Date of ceremony
- Location of ceremony (*township, village or city and county*)
- Officiant information (*name, address, and telephone number*), for a list of available officiants in the Courthouse, please visit our website: waukeshacounty.gov/countyclerk
- Social Security number (*if applicable*)
- \$110.00 fee (*cash, credit or debit*)
- \$25 waiver fee (*if applicable*)
- Foreign Language documents must have a certified English translation. An interpreter must be present at the appointment (*not related to the applicant*)



Marriage License Information



Office Appointment Hours

Monday - Friday 8:30 am - 3:30 pm

*Open the 4th Tuesday of the month until 5:30 pm

Appointments are required

Contact Us

Phone: (262) 548-7010

Waukesha County Clerk's Office
515 W. Moreland Blvd., Room 120
Waukesha, WI 53188

Requirements & Documents

Where to Apply

Both Wisconsin residents and out of State residents may apply at any County Clerk's office in the state of Wisconsin. Marriage Licenses may then be used anywhere in the state.

When to Apply

You will need to have your wedding date set with your Officiant, Judge or Court Commissioner prior to applying for your license. You can apply up to two months prior to your wedding and no less than 4 days before the wedding (due to 3-day waiting period).

Marriage License Fees

The fee is \$110.00 cash, debit or credit cards are accepted. In cases with extenuating circumstances, you may petition the County Clerk for a waiver of the three (3) day waiting period, the waiver fee is \$25.00.

Who May Not Apply

Wisconsin Law states no one under the age of 16 years old may marry. Anyone between the ages of 16 and 17 can marry only with the written consent of their parents or legal custodians who will need to be present at the time of application. Consent forms are available in our office.

Social Security

Both parties must provide their Social Security number, (if one has been issued), in order to obtain a marriage license.



Proof of Address

Applicants must both provide proof of current address. Documentation could include a valid driver's license, mortgage, utility bill or bank statement.

Birth Certificate

All applicants must bring in their certified birth certificate from the Register of Deeds office in the county where they were born. Photocopies or hospital birth certificates will not be accepted.

Divorce/Death Certificate

If an applicant has been married before, they must bring a file stamped copy of the divorce judgement, annulment papers or certified death certificate from the last marriage. If the marriage ended in divorce, the divorce must be final for at least 6 months.

Officiant Information

You will need to provide the name, address and telephone number of the person performing the wedding. We need to know the town, village or city and the county where the wedding occurs.