



# Marriage License Information



Compliments of  
Mary A. Robbins  
Waupaca County Clerk

## Mary A. Robbins

Waupaca County Clerk  
Waupaca County Courthouse  
811 Harding Street  
Waupaca, WI 54981

Phone: (715) 258-6200 Press 1  
Fax: (715) 258-6212  
Website: [www.co.waupaca.wi.us](http://www.co.waupaca.wi.us)  
[mary.robbsins@co.waupaca.wi.us](mailto:mary.robbsins@co.waupaca.wi.us)



### WHO MAY MARRY:

1. Every person who has attained the age of 18 years may marry if otherwise competent.
2. If a person is between the age of 16 and 18, a marriage license may be issued with the written consent of the person's parents, guardian, custodian or parent having the actual care, custody and control of the person. The written consent must be given before the County Clerk or Deputy Clerk under oath, or certified in writing and verified by affidavit before a notary public or other official authorized to take affidavits.

### WHO MAY NOT MARRY:

1. It is unlawful for any person, who is or has been a party to an action of or divorce in any court in this state, or elsewhere, to marry again until six (6) months after judgment of divorce is granted. Out-of-state residents must comply with the laws of their own state and the laws of Wisconsin.
2. No marriage shall be contracted while either of the parties has a husband or wife living, not between person who are nearer of kin than 2nd cousins (except when the female is 55 years of age or older, or where either party, at the time of application for a marriage license, submits an affidavit signed by a physician that either party is permanently sterile).



### WHERE TO APPLY:

1. Wisconsin residents must obtain their marriage license from the County Clerk in the county where one party has resided for at least 30 days immediately prior to making application.
2. If both parties are non-residents of the state, a marriage license is obtained from the county clerk of the county where the marriage ceremony is to be performed. In Waupaca County, apply at the County Clerk's Office, Courthouse, 811 Harding Street, Waupaca, WI 54981 between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday (open during the noon hour.)

### WHEN TO APPLY:

1. A six (6) day waiting period **is required** before the license may be issued. Since the license is effective for 30 days, couples can apply from 7 to 30 days before the wedding.
2. The County Clerk or Deputy County Clerk may, for special & unique circumstances, issue a marriage license within less than 6 days after application if the applicant pays an additional fee of \$10.00, they shall have a certified birth certificate, divorce papers or death certificate with them, **fee must be paid with cash only.**

### WHAT INFORMATION IS REQUIRED:

1. **State law now requires every applicant present a CERTIFIED COPY of their birth certificate. A "Certified Copy" may be purchased from the Register of Deeds in the county of your birth. Hospital birth certificates are NOT accepted.**
2. Proof of county residency. A drivers license may be used or a written statement from a landlord stating residency.
3. Copies of signed or stamped filed judgment of divorce, annulment papers, or certified death





certificate of the spouse from previous marriage.

- Applicants 16-18 years of age must have parents or guardian consent forms properly executed.
- Both persons must sign in person before the County Clerk or Deputy County Clerk when applying for license.
- Date and place of marriage ceremony.
- Name, address and phone number of the officiant.
- Social Security number is required.

**FAILURE TO MEET THESE REQUIREMENTS  
WILL DELAY THE ISSUANCE OF YOUR  
LICENSE**

**NOTE:** Any legal/certified documents not in the English language must have attached to it a certified and/or notarized translation. Both bride and groom must speak and be able to read English. If not, it is up to the bride and groom to provide a translator.

**COST OF LICENSE:**

- Marriage license fee is \$80 (*cash or check*). The Courthouse does not have an ATM. Special dispensation to waive the five (5) day waiting period is an additional \$10 fee. There is also a \$10 fee for completing the application and license outside the Courthouse.

**NO REFUNDS ON FEES PAID**

**OATH:**

- Parties must take an oath that their marriage will be lawful and that information given in the application as to age, relationship, and prior marriages is correct. Penalty for willful misstatement is a fine not less than \$100 nor more than \$1,000, or imprisoned not more than one year, or both.
- Applications are signed by both applicants

**CEREMONY:**

- The ceremony may be performed by the following: Judge of a court of record; reserve judge; ordained clergy; licentiate of a denominational body; family court commissioner; court commissioner; municipal judges; tribal judges on American Indian reservations; appointee of any bishop; by the two parties themselves, by mutual declarations in accordance with the customs, rules and regulations of any religious society, denomination or to which either of said parties may belong. An officiating person must be at least 18 years old.
- Neither our office nor the State Vital Records Office is able to confirm the legality of a religious officiant. If you have a question about the legality of the officiant you have chosen, you may want to seek legal counsel.**
- Marriage certificate is signed in the presence of at least two (2) competent adult witnesses (over 18) other than such officiated person.

**It is your responsibility to arrange for an appointment with the clergy or one of the following court commissioners or judges:**

**At The Courthouse**

Judge Philip M. Kirk  
811 Harding Street  
Waupaca, WI 54981  
(715) 258-6430

Judge Ray Huber  
811 Harding Street  
Waupaca, WI 54981  
(715) 258-6437

**Municipal Judges**

Judge Laurie Shaw (New London/Weyauwega)  
(920) 538-0071

Judge Jim Jueds (Northern Waupaca Co.)  
(715) 823-7609

**Waupaca**

John Hart  
100 South Main Street  
Waupaca, WI 54981  
(715) 258-7633

Thomas A. Maroney  
115 East Fulton Street  
Waupaca, WI 54981  
(715) 258-5990

**New London**

Thomas W. Johnson  
308 St. John's Place  
New London, WI 54961  
(920) 982-7200

**Weyauwega**

David Werth  
121 East Main Street  
Weyauwega, WI 54983  
(920) 867-2156

**Marion**

Michael Meyer  
P.O. Box 178  
Marion, WI 54950  
(715) 754-5000