

INSTRUCTIONS FOR COMPLETEING AN ABSENT APPLICANT AFFIDAVIT
PLEASE READ CAREFULLY

The AFFIDAVIT OF 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. The absentee party must return the completed Affidavit 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 in the presence of a Notary Public. A title and/or name must be printed or typed below the signature.
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.
3. If the 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 on line # 15 on the form. The person designated as proxy must appear in person with the applicant and present his/her identification. **If the absent applicant will be attending the wedding ceremony do not designate a proxy.**
4. The 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 states the correct name and date of birth of each applicant, such as: valid driver's license, military id, state issued id, valid passport. A photocopy of a valid state id or military id along with certified copy of the birth certificate is acceptable for the absent applicant.

UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. WE MUST HAVE THE ORIGINAL DOCUMENT OR A CERTIFIED COPY.

5. The 72 hour waiting period does not apply to active duty military and a military id must be submitted with the Affidavit.
6. If either party has been divorced within the last 30 days, please contact the County Clerk's Office for more information.
7. If either party is under 18 years of age, please contact the County Clerk's Office for more information.

AFFIDAVITS EXPIRE 30 DAYS FROM DATE OF NOTARY ACKNOWLEDGEMENT
MARRIAGE LICENSES ISSUED 8:00 – 4:15 TELEPHONE (325) 659-6556
COST: \$72.00 CASH OR CREDIT CARD

PLEASE ALLOW AT LEAST 25 MINUTES TO ISSUE LICENSE