

## INSTRUCTIONS FOR COMPLETING THE MARRIAGE LICENSE APPLICATION FORM

- 1a & 7a CURRENT NAMES (First, Full Middle, Current Surname).** Enter your first name, full middle name, and the surname that you are currently using. If you are using a surname other than the name on your legal birth certificate or a surname acquired from a previous marriage, ask the Tribal Clerk for instructions on how to complete this item.
- 1b & 7b BIRTH SURNAMES.** Enter your birth surname. Complete this item even if the name is the same as the last name in item 1a/7a.
- 2 & 8 DATES OF BIRTH (Month, Day, Year).** Enter the month, day, and year you were born. Spell or abbreviate the name of the month. Do not use numbers for the month (Example: Jan. 4, 1960, not 1/4/1960).
- 3a & 9a PLACE OF RESIDENCE (State).** Enter the name of the state in which you actually reside. This may differ from the state where you receive your mail. If you are not a resident of the United States, enter the name of the country of residence.
- 3b & 9b PLACE OF RESIDENCE (County).** Enter the name of the county in which you actually reside. The county must be in the state listed in 3a. If you are not a resident of the United States, enter the name of your country's sub district (e.g., province, state), if appropriate.
- 3c & 9c PLACE OF RESIDENCE (City, Village, or Township).** Enter the name of the city, village, or township in which you actually reside. This location must be within the county or sub district listed in 3b.
- 4 & 10 STATE OF BIRTH (If not in U.S.A., name of country).** If you were born in the United States, enter the name of state. If you were born outside the United States, enter the name of the country.
- 5 & 11 GROOM'S/BRIDE'S FATHER'S NAME (First, Full Middle, Surname).** Enter the first name, full middle name, and surname of your father. If you were adopted, the name entered should be the name of your legal father.
- 6 & 12 GROOM'S/BRIDE'S MOTHER'S NAME (First, Full Middle, Surname).** Enter the first name, full middle name, and birth surname of your mother. If she is married, widowed, or divorced, be sure to enter her birth surname, not a surname acquired by marriage. If you were adopted, the name entered should be the name of your legal mother.
- 13 - 18** These numbers correspond to signatures and items that will be completed by the Tribal Clerk on the marriage license.

### PROOF OF ELIGIBILITY TO MARRY (P1 - P11)

You must provide certain information to prove your eligibility to marry and to determine the appropriate jurisdiction for issuance of the marriage license. You must be prepared to show legal documentation of your age, your identity (name), your residence, and how a previous marriage ended.

**NOTE:** When a copy of a birth, death, or divorce certificate is required, only a **certified** copy of the document can be used (it must be issued by an appropriate government office and must have a raised seal). **IT IS ILLEGAL IN WISCONSIN FOR AN INDIVIDUAL TO MAKE A COPY, INCLUDING A FAXED COPY, OF A VITAL RECORD (per s. 69.24, Wis. Stats.).**

- P1 - 2 AGE/PROOF OF AGE.** Enter your age as of the date of application and supply proof of age as directed by the Tribal Clerk.
- P3 GUARDIANSHIP.** Specify if you are under the guardianship of another person who is required to give permission for you to marry. If you are under guardianship that requires your guardian's permission, ask the Tribal Clerk for instructions about the guardian's permission form.
- P4 - 5 TRIBAL MEMBERSHIP STATUS.** Specify whether you were or were not a member of Tribal Nation that is issuing the license. At least one of the applicants must be a member of the Tribal Nation issuing this license.
- P6 - 7 BLOOD RELATIONSHIP/FIRST COUSIN RESTRICTIONS.** You will be asked to affirm that you are not related by blood. If you are related to each other, you will be asked to explain your blood relationship. People cannot intermarry in Wisconsin if they are closer than first cousins. First cousins may only marry if at least one of the parties shows evidence from a physician that he or she is permanently sterile or if the bride is at least 55 years old.
- P8 NUMBER OF THIS MARRIAGE (1, 2, etc.).** Indicate the total number of marriages for each of you, including this marriage. If never previously married, enter "1." If married prior to this marriage, enter "2," "3," etc. Include any annulled marriage(s).
- P9 IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED BY.** If one or both of you were previously married, place an "X" or check mark in the appropriate box to indicate how your previous marriage(s) ended.
- P10 - 11 DATE LAST MARRIAGE ENDED (Month, Day, Year)/PROOF OF HOW LAST MARRIAGE ENDED.** Enter the date of any previous marriage listed in P8 (name of the month, day, and year). If a previous marriage ended by divorce (even if it occurred in another country), you must show proof that the date of the final divorce decree was at least six months prior to the date that the marriage license is to be issued. **There are no exceptions for this six-month waiting period.**

You will be asked the place and date of your intended marriage. If neither of you are a Wisconsin resident, you must marry in the county in which you obtain the license to marry. The marriage license is good for 30 days only.

**P12 - 16** These items are completed by the Tribal Clerk.

**P17 - 18** You will be asked to affirm with your signature that the information you have provided is true to the best of your knowledge and belief and that you are free to marry in Wisconsin. See the warning statement for penalties for knowingly providing false information on this form.

**19 - 25c OFFICIANT/CEREMONY INFORMATION.** You may be asked for information regarding your officiant and the date and place of the ceremony. Your officiant is responsible for obtaining the witness signatures, completing the officiant portion of the document, and filing the marriage certificate within three days of the ceremony.

**CONFIDENTIAL INFORMATION FOR STATISTICAL PURPOSES ONLY**

**31a & 31b RACE (White, Black, American Indian, etc.)** Enter your race or races from the following list of federally recognized race categories: White, Black/African American, American Indian/Alaska Native, Asian Indian, Chinese, Filipino, Hmong, Japanese, Korean, Vietnamese, Other Asian (specify the national origin), Native Hawaiian, Guamanian or Chamorro, Samoan, Other Pacific Islander, or other (specify the origin). If of Spanish speaking origin, you may add "Hispanic" if you wish, but also list a race. If you are American Indian, also enter your tribal designation. If you are of mixed race, enter all races that apply in whatever order you choose.

**32a & 32b EDUCATION.** Enter the highest number of years of education completed. If you did not complete high school, enter the highest elementary grade completed. If you completed high school and did not attend college, enter "12" and leave college blank. If you attended college, enter the years of college completed (1-4, 5 or 5+) and leave elementary/secondary blank. If you enrolled in college but did not complete one full year, enter "12" in elementary/secondary and leave college blank. If you have completed your G.E.D., enter "12."

**33a & 33b SOCIAL SECURITY NUMBERS.** You must provide your Social Security numbers if they have been assigned to you. Social Security numbers are collected per federal law 42 USC 686(a)(5) and s. 765.09 (3), Wis. Stats., and may only be released to Child Support Enforcement programs. If you have a Social Security number but refuse to provide it, you cannot obtain a license to marry. However, if you do not have a Social Security number, enter "none" in the appropriate area and the marriage license may be issued without the Social Security number per s. 765.08, Wis. Stats.

**34 & 35 MARRIAGE LICENSE ISSUANCE METHOD/CONTACT INFORMATION.** Contact information is valuable to the Tribal Clerk to insure proper filling and mailing of your marriage license. See item 3, above, regarding confidentiality.