

## MARRIAGE LICENSE APPLICATION REQUIREMENTS

Effective September 1, 2017

Requirements for Marriage License to be issued by Guadalupe County Clerk are as follows:

1. Both applicants must appear together and submit proof of age and identity by valid state driver's license, valid state ID Card, U.S. passport or visa, or any certificate of license issued by this state, another state, or the U.S. government, at the Clerks discretion. Proof of ID must include a photo, name and date of birth.
2. Each applicant is also required to present an official document showing applicant's name and Social Security number. The name must be the same as it appears on the proof of identification. If you do not have proof of your Social Security number, call the County Clerk's office.
3. The cost of the marriage license is \$82.00. Couples who participate in Together in Texas premarital counseling through a certified Texas Health and Human Services Commission provider must present their Certificate of Course Completion at the time they apply for the marriage license to receive the discount; the certificate must be used within one year of issuance. The cost of the marriage license to with the certificate is \$22.00. **Cash payment is required** for marriage license fees; you may not use a check or credit card.
4. The legal age to purchase a Marriage License in the state of Texas is 18. A blood test is not required. If either applicant has been recently divorced from any party other than the co-applicant, the state requires a 30 day waiting period from the date of final decree showing name change if different from current identification.
5. The license is valid for 90 days from the date of purchase, during which time the ceremony must occur, or the license will expire. There is a 72-hour waiting period from the time the license is purchased until the ceremony can be performed. Active duty military personnel are exempt from the 72-hour waiting period, with proof of active duty military status. Couples who have completed Together in Texas premarital counseling through a certified Texas Health and Human Services Commission provider are exempt from the 72-hour waiting period, upon presentation of their Certificate of Completion to the officiator (pastor, judge, etc.)
6. It is your responsibility to arrange the appointment with the official or minister who is going to conduct your ceremony.
7. Following the ceremony, the person officiating must complete the ceremony section of the license, sign it, and then return it to the County Clerk for recording. The original license will be returned to you once it has been recorded.
8. You may obtain certified copies of your marriage license any time after it has been recorded. Certified copies are \$6.00 + \$1.00 per page. Do not release your ORIGINAL marriage license to any one without assurances that it will be returned to you. A certified copy of your marriage license should be used when the party or agency requesting it will not accept a plain copy.

To obtain a marriage license or a certified copy, you may come to the Guadalupe County Clerk's Office located on the first floor of the Justice Center at 211 West Court Street, Seguin, TX 78155 or at our Annex Building located at 1101 Elbel Rd., Schertz, TX 78154.

Office hours are Monday through Friday, 8:000 a.m. to 4:30 p.m.; we are not open on holidays or weekends. You may also request the record by mail. You may obtain an application form on the Guadalupe County website, at <http://www.co.guadalupe.tx.us/coclerk/pdfs/Request for Copy of Marriage License.pdf>.

Please include a copy of your identification, along with your correct address and telephone number. If you enclose a check or money order please include your ID# and phone # along with the appropriate fees and mail your request to:

Honorable Teresa Kiel  
Guadalupe County Clerk  
211 West Court Street, Seguin, TX 78155

If you have any questions, please do not hesitate to give us a call at 830-303-4188 ext 1514 or email us at [ccrecords@co.guadalupe.tx.us](mailto:ccrecords@co.guadalupe.tx.us)