

INSTRUCTIONS FOR COMPLETING 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 Office. Please read the following instructions carefully before completing the Affidavit. Print or type all information that is requested on the attached Affidavit. The absent party must return the completed Affidavit to the party he/she wishes to marry. **Both parties desiring to marry must be in full compliance with the information that follows or the application will be denied.** At least one party desiring to marry must appear before the County Clerk:

- (1) The County Clerk may not issue a marriage license for which both applicants are absent unless the person applying on behalf of each absent applicant/s provides to the Clerk an Affidavit of the applicant/s declaring that the applicant/s is/are:
 - (a) on active duty as a member of the armed forces of the United States, or the state military forces; or
 - (b) confined in a correctional facility, as defined by Sec. 1.07, Penal Code
- (2) The party who will not be able to appear in the County Clerk Office must complete and sign the attached form in the presence of a Notary Public or office in the U.S. Military who has the authority to take acknowledgments. A title and/or name must be printed or typed below this signature. All blanks on the form must be completed.
- (3) The names of both parties must be printed or typed exactly as they appear on the identification that will be used to obtain the Marriage License. Acceptable forms of identification are: valid driver license in US, original or certified copy of birth certificate plus a photo I.D., US Military I.D., valid I.D. issued by the Department of Public Safety, valid passport, any valid I.D. issued by the State of Texas, naturalization papers. The authorized person taking the acknowledgment must see to it that **ALL** the information requested on the form from lines #1 through #16, are filled out and completed except the signature of the absent applicant.
- (4) If absent applicant will not be able 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 in line #16 on the form and Proxy must appear in person with the other party and present his/her identification.
- (5) Applicant must then appear in any County Clerk 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 as required in #1 and #3, on the Affidavit.

UNDER NO CIRCUMSTANCE WILL THE COUNTY CLERK ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. APPLICANT MUST SUBMIT TO THE COUNTY CLERK THE ORIGINAL OR CERTIFIED COPY OF THE DOCUMENT

- (6) The 72-hour waiting period does not apply to an applicant who is on military active duty. Said military applicant must present his/her military I.D. along with another form of I.D.
- (7) If either party has been divorced within the last 30 days, please contact the County Clerk Office for more information.
- (8) If either party is under 18 years of age, please contact the County Clerk Office for more information.
- (9) If marriage must take place before the 72-hour waiting period, please contact the County Clerk Office for more information.

AFFIDAVITS EXPIRE 30 DAYS FROM DATE OF NOTARY ACKNOWLEDGMENT

Office Hours: 8:00 A.M. to 5:00 P.M. Monday through Friday except weekends and holidays, Phone 409/766-2200

PLEASE ALLOW AT LEAST 30 MINUTES TO ISSUE LICENSE

AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE

STATE OF _____

COUNTY OF _____

I, _____, of _____ (County) _____ (State), on my oath say and declare that I am eighteen (18) years of age or older and not incapacitated in any way that the statements herein set fort, including answers to questions propounded, constitute a true, correct and complete statement and declaration.

1. FULL NAME (Including Maiden Name) _____

2. ADDRESS: _____
Address City State Zip

3. DATE OF BIRTH: _____ 4. PLACE OF BIRTH: _____

5. CITIZENSHIP: _____ 6. SOCIAL SECURITY NO: _____

7. I have NOT been divorced within the last 30 days: TRUE FALSE

If FALSE, Date of Divorce or Annulment: _____
Month Day Year

8. I am not presently married and the other applicant is not presently married: TRUE FALSE

9. I am not presently delinquent in the payment of court ordered child support: TRUE FALSE

10. The other applicant is not related to me as an ancestor or descendant, by blood or adoption; a brother or sister, of the whole or half blood or by adoption; a parent’s brother or sister of the whole or half blood or by adoption; a son or daughter of a brother or sister of the whole or half blood or by adoption; a current or former stepchild or stepparent; or a son or daughter of a parent’s brother or sister of the whole or half blood or by adoption. TRUE FALSE

11. I DO desire to marry: TRUE FALSE

12. The party I desire to marry is _____ whose age is _____

13. Address: _____
Address City State Zip

14. Approximate date of Marriage: _____
Month Day Year

15. I am unable to appear in person before the County Clerk due to _____

16. I am unable to attend the ceremony and for that reason I hereby appoint _____ to act as a proxy for the purpose of participating in the ceremony.

I solemnly swear (or affirm) the information I have given in this declaration is correct.

Executed _____, 20 _____
Signature of Applicant

STATE OF _____

COUNTY OF _____

SUBSCRIBE AND SWORN TO me by the said _____

this the _____ day of _____, A.D., 20 _____.



Notary Public in and for the State of _____

Signature of Notary: _____

Printed Name: _____

My Commission Expires: _____