

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 Section 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, County Clerk, Deputy Clerk in the Marriage License Department, 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, original or certified copy of birth certificate, 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, valid Texas voter registration that shows date of birth, or naturalization papers. The authorized person taking the acknowledgment must complete **ALL** the information requested on the form from lines #1 through #15, except the signature of the absent applicant. If acknowledgment is taken in a state other than Texas, strike Texas and write the State that applies.
- (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 listed above in #3.

UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. WE MUST HAVE 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 ACKNOWLEDMENT

Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday except weekends and holidays. Phone 409/766-2207

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 forth, 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. Yes _____ No _____
Date of Divorce or Annulment: _____
Month Date 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 proxy for the purpose of participating in the ceremony.

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

Executed _____ 20 __

Signature of Applicant

STATE OF _____
COUNTY OF _____

SUBSCRIBED AND SWORN TO before me by the said _____

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

Notary Public in and for the State of _____

Printed Name _____

My Commission Expires: _____

IF THIS FORM IS NOT FILLED OUT COMPLETELY AND CORRECTLY, IT WILL BE TURNED AWAY AT THE COUNTY CLERK OFFICE.