

## WHERE TO APPLY?

- ♥ If you are a Wisconsin resident or a non-resident, you may apply for a marriage license in any Wisconsin county.
- ♥ The Officiant, wedding date and location must be finalized, prior to applying for a marriage license.
- ♥ You may apply 4 days before the wedding date but no earlier than 60 days before (referred to as "Waiting Period").
- ♥ All documents must be presented, and fees paid at the time the marriage application is made.

*A Parental Consent Form is required for applicants 16 to 17 years of age. No one under the age of 16 may apply for a marriage license. No waiver of the 3-day waiting period is issued.*

## **ALL CEREMONY/ARRANGEMENTS INFORMATION MUST BE COMPLETE**

Wedding Date \_\_\_\_\_

Location of Wedding:  
County of \_\_\_\_\_ WI.

City/Village/Town \_\_\_\_\_

Officiant's  
Name: \_\_\_\_\_

Officiant's  
Address: \_\_\_\_\_

Officiant's  
Email: \_\_\_\_\_

Officiant's Telephone  
Number: \_\_\_\_\_

## MARRIAGE APPLICATION CHECKLIST

### **Wedding Date & Officiant Information**

A confirmed wedding date and officiant are required before applying. The officiant's name, address and phone number must be provided.

### **State Certified Birth Certificate**

Hospital birth keepsakes and birth registration notices are not accepted. If a certified birth certificate has been issued, it must be provided or obtained (if needed).

### **Photo Identification**

Acceptable forms include: Driver's License, Permanent Resident Card, Passport, State ID, Military/Veterans ID, Tribal ID.

### **Social Security Card**

Required only if a Social Security number has been issued.

### **Proof of Residency**

Proof of residency/address is required of both applicants. Acceptable documents include: Driver's License, Utility Bill, Government-issued document, Dated Mail, Bank Statement.

### **Previous Marriage(s)**

If you were previously married, you must provide legal documentation of the marriage's dissolution. This includes:  
 **A Final Divorce Decree** "Findings of Fact & Conclusions of Law" including final Divorce Judgment. A judge's signature is required on presented documents.

**A Divorce Certificate** (if applicable)

**A Death Certificate** (if applicable)

**A State Annulment Document** (if applicable)

### **Correct spelling of parent's birth names:**

#### **Applicant A:**

Parent (1) \_\_\_\_\_  
First/Middle/Last

Parent (2) \_\_\_\_\_  
First/Middle/Last

#### **Applicant B:**

Parent (1) \_\_\_\_\_  
First/Middle/Last

Parent (2) \_\_\_\_\_  
First/Middle/Last

## FEES

### **ALL FEES ARE NON-REFUNDABLE**

**\$125 Application Fee** if license is applied for 4 days to 60 days prior to the wedding date. We accept cash, local check, debit card and credit card.

OR

**\$150 (no personal checks)** if the license is applied for less than 4 days prior to the wedding date, an application and waiver fee are collected. We accept cash, debit card and credit card.

**\* Please note that debit cards incur a \$2.50 transaction fee, with credit card payment incurring a 6% transaction fee.**

### **Special Medical Circumstances (if Applicable):**

An additional \$125 Transportation fee is applied for offsite delivery within Brown County (i.e. hospital, nursing home, etc.). All fees must be paid in cash or by debit or credit card.

## COURTHOUSE WEDDINGS

To schedule a marriage ceremony with a Brown County Circuit Court Judge call: **(920) 448-4348**  
*(If you get the Court's answering machine, leave a message – your call will be returned.)*

### Circuit Court Judges

**Hon. Marc Hammer - Br. V, 2<sup>nd</sup> Floor**

**Hon. Timothy Hinkfuss\* - Br. VII, 3<sup>rd</sup> Floor**  
*(\*Ceremonies conducted in both English and Spanish)*

**Hon. Beau Liegeois - Br. VIII, 2<sup>nd</sup> Floor**

**Hon. Samantha Wagner - Br. IV, 3<sup>rd</sup> Floor**

*Brown County Courthouse, 100 S. Jefferson St., Green Bay Available weekdays, 8 a.m. – 4:30 p.m. in courtroom chambers. No fee is required.*

## OFF-SITE WEDDINGS

### Circuit Court Judges

**Hon. Marc Hammer (920) 883-9828**  
**Hon. Samantha Wagner (920) 448-4116**  
**Hon. Timothy Hinkfuss (920) 246-1227**  
**Hon. Tammy Jo Hock (920) 360-6565**  
**Hon. Beau Liegeois (920) 448-4129**  
**Hon. Thomas Walsh (920) 448-4112**

### Reserve Judges

- **Mark Warpinski (920) 435-3599**

### Court Commissioners

- **Tara Adolph (920) 634-2212**  
2149 Velp Ave. Green Bay
- **J. Michael Jerry (920) 655-1540**  
231 S. Adams St. Green Bay
- **James O'Neil (920) 655-3569**  
403 S. Jefferson St. Green Bay
- **Kristine Pihlgren (920) 860-5770**  
125 S. Jefferson St. Green Bay
- **Todd Simon (920) 321-2500**  
2670 S. Ashland Ave. Ste. 201 Green Bay
- **Warren M. Wanezek (920) 437-8191**  
417 S. Adams St. Green Bay
- **Ted Warpinski (920) 435-3599**  
303 S. Jefferson St. Green Bay
- **Ann Weiss (920) 593-2646**  
414 S. Jefferson St. Green Bay

### Municipal Court Judges

- **Kevin Rathburn (920) 544-8711**  
Village of Suamico, 12781 Velp Avenue
- **Gregg Schreiber (920) 869-3801**  
Village of Hobart/Town of Lawrence
- **Brian Stevens (920) 544-2000**  
Village of Howard, 2456 Glendale Avenue
- **Pamela J Watzka (920) 863-6440**  
Village of Denmark, PO BOX 341

# INFORMATION GUIDE

**Marriageable Age:** In the State of Wisconsin any person who has attained the age of 18 years may marry. If a person is 16 or 17 years old, the license may be issued only with the written consent of parents, guardians, or custodians. No waiver of the 3-day waiting period will be issued. Consent forms are available in the Brown County Clerk's Office.

**Birth Certificate:** Hospital birth keepsakes and a State Notification of Birth document are not acceptable forms of documentation. An applicant provided Certified Birth Certificate must possess an official raised seal.

**Social Security Card:** A Social Security Card must be presented to Brown County Clerk's Office staff by the applicant (if a Social Security Card has been issued).

**Photo Identification:** **Each applicant is required to provide Photo Identification.**

**In/Out of State Residents:** An application may be completed in any Wisconsin county by both in-state or out of state residents.

**Previous Marriage(s):** Applicants must present a Death Certificate, State Annulment, or *Finding of Facts and Conclusions of Law* of the Final Divorce Judgement from their most recent marriage. **Final divorce judgments require a judge's signature and date.**

*Divorced person(s) may not remarry until 6 months after the granting of the Judgment of Divorce (regardless of where the action took place).*

**License Application & Expiration:** The license is valid for 60 days from the issue date. The marriage must take place within this period of time. If not, a new license must be obtained, and fees are collected again.

**Waiting Period:** Apply a minimum of four (4) days prior to the day of the wedding. The license becomes effective on the 4<sup>th</sup> day following both parties signing the application. Waiver of the 3-day waiting period may be granted; however, a \$25 waiver fee shall be charged.

**Ceremony Officials:** An accredited ordained minister, priest, judge, or other person qualified to be an "Officiant" may perform the marital ceremony (*per WI. State stat. § 765.16*).

Officiants must be 18 years of age or older.

**Neither the Wisconsin Vital Records Office nor does the Brown County Clerk's Office provide confirmation of the legality of a religious officiant.**

Should you question the legality of the officiant of which you have chosen, you may want to seek legal counsel.

**Marrying Parties:** Both applicants must sign the marriage license application in the presence of the County Clerk's staff.

## ALL FEES ARE NON-REFUNDABLE

**Fees:** The license application fee is **\$125** (cash, local check, debit or credit cards). However, a \$25 waiver fee is charged, if the marriage license needs to be issued earlier than the 3-day waiting period. Then, the total amount collected is **\$150 – Cash, Debit, or Credit Card Only – NO PERSONAL CHECKS ARE ACCEPTED FOR THE WAIVER FEE.**

If the marriage application must be transported to an off-site location to obtain a signature, the transportation fee is \$125 in addition to the application fee. Fees must be paid in cash, debit or credit card. **Please note fees are non-refundable.**

**Certified Documents from the Register of Deeds:** Birth Certificates, Death Certificates and Marriage Certificates may be obtained from the Register of Deeds.

The Brown County Register of Deeds Office is located in the Northern Bldg. Room 260 - (920) 448-4470; or purchase online at:

**WISCONSIN REGISTER OF DEEDS ONLINE**  
[www.wrdaonline.org](http://www.wrdaonline.org)

**Divorce Judgments from the Clerk of Courts:** Copies of the "Findings of Fact and Conclusions of Law" Divorce Judgment can be obtained from the County Clerk or Courts in which the divorce took place and the findings filed.

The Brown County Clerk of Courts Office is located in the Brown County Courthouse, Basement level – (920) 448-4155

## MARRIAGE LICENSE INFORMATION

**Marriages Performed in Wisconsin**  
(As required per WI State Statute, Ch. 765)

**PATRICK W. MOYNIHAN, JR.**  
**BROWN COUNTY CLERK**

**Northern Building, Room 120**  
**305 E. Walnut St.**  
**Green Bay, WI 54301**  
(NE corner of Walnut & Adams St.)

**Telephone: (920) 448-4016**  
**Fax: (920) 448-4498**  
[www.browncountywi.gov](http://www.browncountywi.gov)

### **HOURS OF OPERATION**

**Monday - Thursday**  
**7:30 a.m. - 4:15 p.m.**

**Friday**  
**7:30 a.m. – 10:45 a.m.**

Marriage Licenses are issued on weekdays only.

Please arrive no later than **15 minutes prior to closing** to allow enough time to properly process your marriage license application.

**IMPORTANT REMINDER – The Brown County Clerk's Office is closed for all nationally recognized holidays.**