

## Marriage Application Instructions

1. Both parties must apply in person. Although documents of identity are not required for marriage applicants, we recommend that you have your I.D. available when completing the application to ensure your current name on the application is completed correctly. Entering your name incorrectly may cause future complications with state or federal agencies since the marriage certificate is considered to be a legal name change document. **Washington County does not verify the information on your application is correct, rather this is each applicant's responsibility through the oath that affirms the information you have provided on the application is true.**
2. Fee = \$115.00 - there are NO REFUNDS.
3. Minnesota allows for a reduced marriage license fee of \$40.00 subject to all of the following requirements:
  - a. The applicants have received at least 12 hours of pre-marital counseling or education, and
  - b. Provide a Premarital Educator's Statement according to Minnesota Statute 517.08 subd (1b) at the time the application is made, and
  - c. Complete names of the bride and groom (before marriage) must be identical to the legal names provided on the marriage license application.
4. Please ask a service representative for a sample of the format required for the Reduced Marriage Fee Educator's Statement. The Educator's Statement must be on Letterhead, be dated, have the signature notarized and must contain specific language. M.S. 517.08. Educator Statements can be signed by the pastor/priest and marked with the church seal in lieu of the notary requirement.
5. Please **print clearly** using black ink.
6. Furnish social security numbers for both applicants.
7. Dates of birth **must** be correct.
8. Previous marriage information:
  - a. Provide complete date (mm/dd/yyyy) of divorce or death
  - b. County and state for divorce or death
  - c. Type of court for divorce (ie District or Circuit)
  - d. Previous married names are required for Groom and/or Bride
9. In the "After Marriage" field in the middle of the form, complete your names after marriage, as you want them to **legally** read. **This is a legal name change of your first, middle, last name, and suffix (Jr., Sr., II, etc.).** It is important to have all legal documents in the same name. Some agencies, such as Social Security Administration, may not accept this as proof of a name change beyond the changing of your middle and/or last name. If changing your first name, we encourage you to complete a legal name change process through the court system as the certified court order would be more universally accepted. If you have further questions regarding a name change, we advise you to seek legal counsel.
10. Licenses are valid for (6) months from the date of issuance and may be used within the geographical boundaries of the State of Minnesota.
11. There is a required 5-day waiting period from the date of application. Licenses are mailed and picked up from the Property Records & Taxpayer Services Office located in the County Government Center at 14949 62<sup>nd</sup> St North in Stillwater, MN which is open Monday thru Friday 8am-5pm. 651-430-6175.
12. Upon receipt of your license documents, please proof read them carefully, check for any spelling errors of names, addresses, dates of birth, etc. **Changes to information after marriage requires a form to be completed with a fee, however names cannot be altered after your marriage except through District Court.**