

### REQUIREMENTS TO APPLY FOR A MARRIAGE LICENSE IN CHESTER COUNTY

1. The fee is **\$75.00** payable with Cash or Credit Card. We will only accept a Credit Card for payment during the extended office hours on Wednesday from 4:30pm to 6:00pm. Checks and Money Orders are not accepted. This fee **cannot** be waived.
2. Appointments are necessary. Please call 610-344-6395 or visit our website at [www.chesco.org/wills](http://www.chesco.org/wills) to schedule an appointment. **BOTH** applicants must appear together in the office at their scheduled appointment date and time to apply for the license. The **ONLY** exception may apply to an applicant who is in Active Military Service. For more information please call the office.
3. The Marriage License Department hours are 8:30am to 4:00pm on Monday, Tuesday, Thursday, and Friday. The Marriage License Department has extended office hours on Wednesdays and is open from 8:30am to 6:00pm.
4. There is a 3-day waiting period before the license is valid so application must be made at least 3 days but not more than 60 days before the marriage date. See the section on Emergency Waiver of the 3 day waiting period.
5. 

<u>APPLICATION MADE</u>	<u>ISSUED/VALID</u> (If Legal Holiday, License is valid next business day)
Monday	Thursday
Tuesday	Friday
Wednesday	Monday of following week
Thursday	Monday of following week
Friday	Monday of following week
6. License is valid for 60 days from the Issue date that appears on the License. If not used within the 60 day period, the application process must be repeated in its entirety to obtain a subsequent license. This includes the payment of the license fee.
7. License can be used in any County in the Commonwealth of Pennsylvania. An out-of-state marriage license CANNOT be used in Pennsylvania nor can a Pennsylvania marriage license be used in another State.
8. An Applicant, who has one, is required to provide his/her Social Security Number. It is not necessary to present the Social Security Card. Federal and State law require the Social Security Number. It is confidential and not public record. If either applicant refuses to provide his/her Social Security Number, the application will be denied.
9. Applicants must provide identification that shows their current legal name and date of birth. Photo ID is required. We reserve the right to require any further identification as deemed necessary.
10. If either applicant was previously married, the date of the most recent divorce, legal annulment, or death of previous spouse must be provided. If the divorce or legal annulment was final within 6 months of the application date, a **CERTIFIED COPY** of the Final Decree **MUST** be presented. This document is photocopied and the original is returned to the applicants.
11. **AGE REQUIREMENTS:** Both applicants must be at least 18 years old to apply for a marriage license.

## **EMERGENCY WAIVER OF THE 3 DAY WAITING PERIOD:**

- a) Except for Active Duty Military personnel, the waiver request must be submitted to the Marriage License Department for approval by the Court at least **2 working days BEFORE THE DAY OF THE APPLICATION**. e.g. If marriage day is Saturday, the **latest day** to submit waiver request is Wednesday. Application will not be taken until the Judge approves the waiver. Both of you should be prepared to return to apply at some time after request is submitted.
- b) \$25.00 fee must be paid when waiver request is submitted—Cash, Credit Card, or Money Order. Checks are NOT accepted! {**Money order payable to "Clerk of Orphans' Court."**} **Do NOT mail cash!** No requests are presented to the Judge unless the fee is paid. Active Duty Military personnel are **NOT** subject to this fee.
- c) Request must be in writing. **BOTH** applicants must sign the request.
- d) The reason for the waiver request must be given. Include date of marriage and time period involved.
- e) The request can be prepared by the applicants or on a form provided by the Marriage License Department. This may be obtained by phone, mail or in the office. Form is also available on the internet at **www.chesco.org/wills**
- f) Mail or hand-deliver the request and fee to Marriage License Department. To receive a copy of the approved waiver, enclose a self-addressed, stamped envelope.

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## **OFFICIANT OF THE MARRIAGE:**

**Pennsylvania has no provision for the registration of officiants to perform marriages.** Selection of and arrangements for an officiant to perform the marriage ceremony are the responsibility of the applicants.

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## **NON-ENGLISH SPEAKING APPLICANTS: Interpreter is Required.**

1. If either applicant is non-English speaking, an English interpreter is needed to complete the Marriage License Application. Be advised, without exception, interpreters appearing with the applicants must provide a Photo ID and sign an oath verifying the translation.
2. The County of Chester does not have interpreters on staff.
3. Applicants **MAY NOT** interpret for each other.

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## **SELF-UNITING MARRIAGE LICENSES:**

A License for a Self-Uniting Marriage is also available. If a self-uniting license is required, inform the clerk **BEFORE** the application process begins. Except for the format of the license, the requirements for a Self-uniting license and a Standard License are the same.

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## **PUBLIC RECORD AND PUBLISHING MARRIAGE APPLICATION INFORMATION:**

All Marriage Applications are Public Record. Except for the Social Security Numbers and Voter Declination Forms, which are confidential, all other information is available to the public. Local Newspapers often publish the names of the Marriage License applicants. This office is **NOT** permitted to withhold any information considered Public Record without a Court Order. The applicants should contact an attorney for the procedure to petition the Court to impound the record.

***ATTENTION: Marriage License Applications are taken by Appointment ONLY. Please see above for the Department's hours and on how to schedule an Appointment for a Marriage License.***