

CHESTER COUNTY CLERK OF ORPHANS' COURT

VIDEO CONFERENCING PROCESS FOR VIRTUAL MARRIAGE LICENSE APPLICATIONS BEFORE THE CLERK OF THE ORPHANS' COURT AS AUTHORIZED BY ADMINISTRATIVE ORDER OF THE PRESIDENT JUDGE AND EMERGENCY ORDER OF THE PA SUPREME COURT.

At her discretion, the Clerk of the Orphans' Court or her staff is authorized, but not required to use video conferencing and other technology to assist in the issuance of marriage licenses. This is not a guaranteed service and will be decided on a case by case basis. In order to qualify, the couple must have the ability to pay a total fee of \$77.00 by credit card, e-mail and print documents, and have the technology to be able to accept and communicate by video call through Cisco Webex Meetings.

In order to proceed by video conferencing, the following steps must be taken:

1. An applicant must call the Clerk of the Orphans' Court office at 610-344-6735 to set up an appointment to apply for a Marriage License Application. The applicant must provide their name, phone number, and email address.
2. Once the appointment date is set up, the Orphans' Court will email the applicant a confirmation of the appointment date and time through Cisco Webex Meetings. The applicant will receive a second e-mail asking them to fill out the attached Marriage License Application, Voter Declination Form, and the Credit Card Payment form.
3. The applicants must type and fill out all appropriate lines of the fillable PDF versions for the Marriage License Application, Voter Declination Form, and the Credit Card Payment Form. The Applicants **DO NOT** sign any of the Forms at this point. Once the forms are completed, the applicants must e-mail the forms back to the Orphans' Court office at rwills@chesco.org. All three forms must be e-mailed to the Orphans' Court office within one business day of the scheduled appointment. The Orphans' Court will review your forms for completeness and only notify the applicants if any additional information is required before the appointment date.
4. At the scheduled appointment time, both applicants must be present during the video conference and have the completed printed forms with them. Through the camera, each applicant must show photo identification. A passport, driver's license, or state-issued ID are acceptable forms of identification. If an applicant was previously married and their divorce was within the last six months, the applicant must present a certified copy of their divorce decree from their most recent marriage. Applicants must also be able to orient the camera so that it is possible for the clerk to view both of you taking the oath and signing the printed application, declination, and payment forms.
5. The applicants must then mail their original signed application, declination, and payment forms, to the Clerk of the Orphans' Court office at 201 West Market Street, Suite 2200, West Chester, PA 19380.
6. Once the completed forms are received, the Orphans' Court will process the credit card payment for the application fee and issue the Marriage License. The Orphans' Court will then mail the Marriage License and other related materials to the applicants to the address on the application. The Marriage License is valid after a three-day waiting period from the date it was issued. The Marriage License is only valid for sixty (60) days.