

**INSTRUCTION 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's Office to purchase your marriage license. Please read the following instructions carefully before completing the Affidavit. Print or type all information that is requested on the attached Affidavit and Statement. The absentee party must return the completed Affidavit and Statement to the party they wish 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 provides to the clerk an affidavit of the applicant declaring that the applicant is: **(Family Code §2.007)**

- (A) A member of the armed forces of the United States stationed in another country in support of combat or another military operation; and
- (B) Unable to attend the ceremony.

(2) The party who will not be able to appear in the County Clerk's Office must complete and sign the attached form in the presence of a Notary Public, County 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 in the identification that will be used to obtain the Marriage License. Acceptable forms of identification are: certified copy of birth certificate, driver's license, military I.D., I.D. issued by the Department of Public Safety, passport, TDCJ I.D., Alien Card I.D. The authorized person taking the acknowledgment must complete **ALL** of the information requested on the form under line 10, except the signature of the absent applicant.

(4) If absent applicant will be unable 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 #10 on the form and must appear in person with the other party and present his/her identification at the time of the ceremony.

(5) Applicant must then appear in any County Clerk's Office in the State of Texas at least 72 hours, but not more than 90 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. **UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. WE MUST HAVE THE ORIGINAL DOCUMENT OR CERTIFIED COPY.**

(6) The 72 hour waiting period does not apply to active duty military and a copy of the Military ID must be submitted with the Affidavit along with an original Affidavit form.

(7) If either party has been divorced within the last 30 days, please contact the County clerk's Office for more information.

(8) If either party is under 18 years of age, please contact the County Clerk's Office for more information.

(9) If marriage must take place before the 72 hour waiting period, please contact the County Clerk's Office for more information.

**AFFIDAVITS EXPIRE 30 DAYS FROM DATE OF NOTARY ACKNOWLEDGMENT**

Office Hours: Monday thru Friday 8:00 a.m. to 5:00 p.m.

**Please come in at least by 4:15 p.m. because our last transactions are taken at 4:30 p.m.**

Phone number: (254) 933-5165