

Helpful Hints

- ♥If you are a resident of Wisconsin and live in Brown County, you will apply for the license here. If not, apply in the County of which you are residents.
- ♥If you reside outside of Wisconsin and are being married in Brown County, you will apply here. If you are being married in another Wisconsin County, you will apply there.
- ♥ The Officiant, wedding date and location **must be** finalized prior to applying for a license.
- ♥ Apply 1 full week before the wedding date but no earlier than 1 month before (*refer to “Waiting Period”*).
- ♥All Documents must be presented and fees paid at the time the marriage application is made.

Marriage Application Checklist

____A Parental Consent Form is required for applicants 16 to 17 years of age. No one under the age of 16 can apply for a marriage license.

ALL ARRANGEMENTS MUST BE COMPLETE

Wedding Date_____

Location:
County of _____, Wisconsin

City/Village/Town_____

Officiant’s Name_____

Officiant’s Title_____

Church (If applicable)_____

Officiant’s
Address_____

Officiant’s Phone #_____

____ Out of State Officiant - Provide a Letter of Sponsorship from a Church in Wisconsin of the same religious denomination.

____ State Certified Birth Certificates are required for all applicants. Please note that hospital certificates or State Notification of Birth Registrations are not accepted.

____ Photo ID and proof of residency (i.e., driver’s license, alien card, passport, etc.) *Residency is where you resided for the past 30 days refer to “Residency” section.*

____ Social Security Cards

____ Previous Marriage(s) –*“Findings of Fact & Conclusions of Law”* of final Divorce Judgment (Judge’s signature is required on documents presented), Death Certificate, or State Annulment

Correct spelling of parent’s legal names:
Groom:

Father_____

First/Middle/Last

Mother_____

First/Middle/Maiden Name

Bride:
Father_____

First/Middle/Last

Mother_____

First/Middle/Maiden Name

2012 FEES - ALL FEES ARE NON-REFUNDABLE

____ **\$110** Application fee if license is applied for **1 week to 1 month** prior to the wedding date. We accept cash; debit card; MasterCard, Discovery, or American Express credit cards. Please note that debit cards have a \$2.50 transaction fee and credit card payments have a \$4 transaction fee.

OR

____ **\$135** (*no personal checks*) if the license is applied for **less than 1 week** before the wedding date an application and waiver fee are collected. We accept cash; debit card; MasterCard, Discovery, or American Express credit cards. Please note that debit cards have a \$2.50 transaction fee and credit card payments have a \$6 transaction fee.

Special Circumstances (Only if Applicable): \$60
Transportation fee to an offsite location within Brown County (i.e., hospital, nursing home, etc.) All related fees must be paid in cash or by debit or credit card.

To schedule a marriage with a 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

- ____ **Donald Zuidmulder**, Br. I, 3rd Floor, Rm. 350
- ____ **Mark Warpinski**, Br. II, 2nd Floor, Rm. 250
- ____ **Sue Bischel**, Br. III, 2nd Floor, Rm. 260
- ____ **Kendall Kelley**, Br. IV, 3rd Floor, Rm. 300
- ____ **Marc Hammer**, Br. V, 2nd Floor, Rm. 230
- ____ **JD Mc Kay**, Br. VI, 2nd Floor, Rm. 200
- ____ **William Atkinson**, Br. VIII, 3rd Floor, Rm. 360
- ____ ***Timothy Hinkfuss**, Br. VII, 3rd Floor, Rm. 330
- ____ ***Will perform on-site weddings in Spanish**

Courthouse, 100 S. Jefferson St., Green Bay
Available weekdays, 8 a.m.-4:30 p.m. in courtroom chambers. No fee is charged.

The following Officiants perform marriages 7 days a week at their offices or at off-site locations, their fees are negotiated.

Court Commissioners

- Timothy G. Duffy (920) 496-9646**
125 S. Quincy St., Green Bay
- John Heide (920) 435-3734**
125 S. Jefferson St., Ste. 106 Green Bay
- Jeffrey A. Jazgar (920) 436-9366**
619 E. Walnut St., Green Bay
- Michael J. Jerry (920) 437-0476**
231 S. Adams St. Green Bay
- James M. Kalny (920) 336-2626**
200 S. Washington St. Ste. 401 Green Bay
- Corey D. Kimps (920) 593-2646**
414 S. Jefferson St., Green Bay
- Wendy S. Larson (920) 435-4391**
3000 Riverside Dr. Green Bay
- Owen Monfils (920) 435-5264**
127 S. Washington St. Green Bay
- Mark Skvara (920) 432-8677**
122 N. Madison St. Green Bay
- Ronald Venci (920) 569-4131**
414 E. Walnut St., Ste. 240 Green Bay



Court Commissioners (continued)
Thomas Walsh (920) 337-0272
1000 N. Broadway, De Pere
Warren M. Wanezek (920) 437-8191
417 S. Adams St., Green Bay
Christine Woleske (920) 433-7840
744 S. Webster Ave., Green Bay

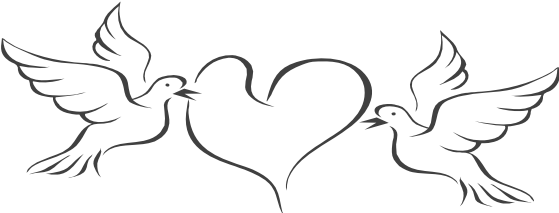
Municipal Court Judges

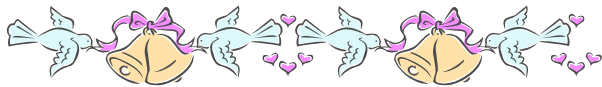
- James Charneski (920) 448-2803 Ext. 105**
Village of Allouez, 1900 Libal St.
- Charles Teege (920) 609-5270**
Village of Denmark
- Ronald J. Van Lanen (920) 336-2754**
Village of Hobart/Town of Lawrence
- Gregg E. Schreiber (920) 434-4640**
Village of Howard, 2456 Glendale Ave.
- Robert Betley (920) 822-5182**
Village of Pulaski
- Kevin Rathburn (920) 434-2212**
Village of Suamico, 2999 Lakeview Dr.
- John De Wane (920) 532-4190**
Village of Wrightstown, 529 Main St.

Circuit Court Judges

Richard Greenwood (Retired) **(920) 468-9699**

Timothy Hinkfuss – **(920) 246-1227
**Call to schedule off-site wedding ceremonies in Spanish





INFORMATION GUIDE

Marriageable Age: Any person who has attained the age of 18 years may marry. If a person is 16 or 17 years old, the license will be issued only with the written consent of parents, guardian, or custodian. Consent forms are available in the Clerk's Office.

Birth Certificate: Parties must bring State certified birth certificates with a raised seal. (Hospital certificates and Notification of Birth are not acceptable.)

Social Security Numbers: For security and confidentiality a Social Security Card must be presented to the Clerk's Office staff if a social security number has been issued to him/her.

Residency: The application must be made in the county where one or both parties resided for the past 30 days and documentation must be presented showing correct addresses such as driver's license, rent receipt, utility bill, bank accounts, etc. Everyone is required to show proof of residency.

Out of State Residents: If both parties are residents of another state, the application is made in the county where the marriage will take place.

Previous Marriage(s): Parties must present a Death Certificate, State Annulment, or *Findings of Facts and Conclusions of Law* of the Final Divorce Judgment from their most recent marriage. Judgment documents need the 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 30 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 one full week prior to the day of the wedding. The license becomes effective on the 6th day following both parties signing the application. Waiver of the 5-day waiting period can be granted; however, a \$25 waiver fee is charged. (*Waiting period does not include the day the marriage application is signed and the day of the wedding.*)

Ceremony Officials: Couples make their own arrangements. Accredited ordained minister, priest, judge, or other person qualified to be an "Officiant" can perform the ceremony (*per WI SS 765.16*). Neither our office nor the State Vital Records Office is able to confirm the legality of a religious officiant. If you have a question about the legality of the officiant you have chosen, you may want to seek legal counsel.

Out of State Religious Officials are required to obtain a letter of sponsorship from a member of the clergy of the same religious denomination or society who has a church in this state under his or her ministry. This letter is presented to the County Clerk at the time the marriage application is made.



Marrying Parties: Both parties must sign the marriage license application in the presence of the County Clerk's staff. Each marrying party must be of the opposite gender.

ALL FEES ARE NON-REFUNDABLE

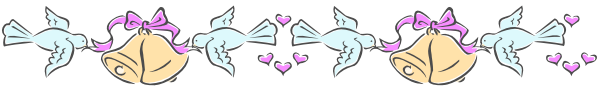
Fees: The license application fee is **\$110** (cash; local check; or debit or credit cards). However, a \$25 waiver fee is charged, if the marriage license needs to have an issue date earlier than the 5-day waiting period. Then, the total amount collected is **\$135—cash, debit or credit card only—NO VISA CREDIT.**)

If the marriage application must be transported to an off-site location to obtain a signature, the transportation fee is \$60 and all related fees must be paid in cash, or by debit or credit card. *Please note that fees are non-refundable.*

Certified Documents from the Register of Deeds: Birth Certificates, Death Certificates, and Marriage Certificates can be obtained from the Register of Deeds in which the event took place (Brown County Reg. Of Deeds is located in the Northern Bldg., Room 260 (920) 448-4470); or purchase online at:

WISCONSIN REGISTER OF DEEDS ONLINE
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 Clerk of Courts in which the event took place (Brown County Clerk of Courts is located in the Courthouse, Lower/Basement Level; (920) 448-4160).



MARRIAGE LICENSE INFORMATION

Only For Marriages Performed in Wisconsin
(As required per WI Stat., Ch. 765)

DARLENE K. MARCELLE
BROWN COUNTY CLERK

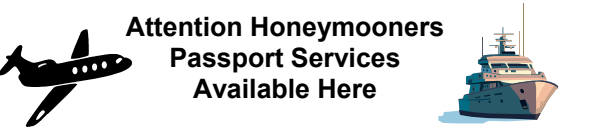
Northern Building, Room 120
305 E. Walnut St.
Green Bay, WI 54301
(NE corner of Walnut & Adams St.)

Telephone: (920) 448-4000
Fax: (920) 448-4498
www.co.brown.wi.us

Open Weekdays
8 a.m. to 4 p.m.

Licenses are issued weekdays between **8 a.m. and 4 p.m.** We are open over the noon hour as well. Please arrive no later than **4 p.m.** to allow enough time to process your license. If you arrive prior to 3 p.m., plan on it taking 20-30 minutes. However, if you arrive after 3 p.m., plan on it taking 45-60 minutes (*this is the busiest time of the day*).

IMPORTANT REMINDER— We are **closed all Holidays** including **Dec. 26, 2011 and Jan. 2, and Nov. 23, 2012.** Likewise, we are open from **8 a.m. to 11:30 a.m.** on **Dec. 23 and 30, 2011 and Apr. 6, Dec. 24, and Dec. 31, 2012.**



Attention Honeymooners
Passport Services
Available Here

Revised 12/02/2011