

## 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 \_\_\_\_\_

Email \_\_\_\_\_

Officiant's Phone # \_\_\_\_\_

**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 (i.e., driver's license, alien card, passport, etc.)

\_\_\_\_ Proof of residency (*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*" and final Divorce Judgment (**Judge's signature is required on documents presented**), Death Certificate, or State Annulment

Email \_\_\_\_\_

**Correct spelling of parent's legal names:**

**Applicant A:**  
Parent (1) \_\_\_\_\_  
*First/Middle/Last*

Parent (2) \_\_\_\_\_  
*First/Middle/Maiden Name*

**Applicant B:**  
Parent (1) \_\_\_\_\_  
*First/Middle/Last*

Parent (2) \_\_\_\_\_  
*First/Middle/Maiden Name*

**Correct spelling of witnesses legal names:**

Witness (1) \_\_\_\_\_  
*First/Middle/Last*

Witness (2) \_\_\_\_\_  
*First/Middle/Last*



### FEES - ALL FEES ARE NON-REFUNDABLE

\_\_\_\_ \$115 Application fee if license is applied for **1 week to 1 month** prior to the wedding date. We accept cash; local check, debit card; MasterCard, Visa, 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

\_\_\_\_ \$140 (*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, Visa, 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.

**Medical Special Circumstances (Only if Applicable):**  
\$100 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.  
**We do not go to jails, correctional facilities, etc.**

### COURTHOUSE WEDDINGS

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, 2<sup>nd</sup> Floor

\_\_\_\_ Thomas Walsh, Br. II, 2<sup>nd</sup> Floor

\_\_\_\_ Tammy Jo Hock, Br. III, 3<sup>rd</sup> Floor

\_\_\_\_ Marc Hammer, Br. V, 2<sup>nd</sup> Floor

\_\_\_\_ \*Timothy Hinkfuss, Br. VII, 3<sup>rd</sup> Floor  
(\*Ceremonies in Spanish or English)

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

### OFF-SITE WEDDINGS

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

### Circuit Court Judges

Marc Hammer (920) 883-9828

\*Timothy Hinkfuss – (920) 246-1227

(\*Ceremonies in Spanish or English)

Tammy Jo Hock (920) 360-6565

Thomas Walsh (920) 448-4112

Donald Zuidmulder (920) 448-4136

### Reserve Judges

Sue E. Bischel (920) 432-8677

Mark Warpinski (920) 435-3599



### Court Commissioners

\*Timothy G. Duffy (920) 496-9646

1545 Sixth St., Ste. 107 Green Bay  
(\*Ceremonies in Spanish or English)

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

J. Michael 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) 217-3444

450 Security Blvd., Green Bay

Owen Monfils (920) 435-5264

127 S. Washington St. Green Bay

James O'Neil (920) 432-6060

403 S. Jefferson St., Green Bay

Mark Skvara (920) 884-6275

122 N. Madison St. Green Bay

Warren M. Wanezek (920) 437-8191

417 S. Adams St., Green Bay

Ted Warpinski, (920) 435-3599

303 S. Jefferson St., Green Bay

Daniel J. Walsh (920) 337-0272

1000 N. Broadway, De Pere

### Municipal Court Judges

Shawn Brady (920) 863-6440

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.

Kevin Rathburn (920) 544-8711

Village of Suamico, 12781 Velp Ave.

John De Wane (920) 532-4190

Village of Wrightstown, 352 High St.



# 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 photo ID and 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 6<sup>th</sup> 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 Officiants:** 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*). Officiates must be 18 years of age or older. 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.

**Marrying Parties:** Both parties must sign the marriage license application in the presence of the County Clerk's staff.



## ALL FEES ARE NON-REFUNDABLE

**Fees:** The license application fee is **\$115** (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 **\$140—cash, debit or credit card only.**

If the marriage application must be transported to an off-site location to obtain a signature, the transportation fee is \$100 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)*

**SANDY JUNO**  
**BROWN COUNTY CLERK**

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

**Telephone: (920) 448-4016**  
**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 Nov. 24, Dec. 22, and Dec. 29, 2017.**

**Attention Honeymooners**  
**Passport Services**  
**Available Here**



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