

Julie A. Fox, Clerk

Marshall County Circuit and Superior Courts

211 W. Madison Street, Plymouth, IN 46563

Telephone: (574) 936-8922

INSTRUCTIONS FOR MARRIAGE LICENSE APPLICANTS

- Place** Individuals who wish to be married must both appear in person to apply for a marriage license in the Marshall County Clerk's Office.
- Time** To schedule a Marriage License Application please call **(574) 936-8922**. Applications are taken **by appointment only** on Friday's from 8:00 a.m. to 11:00 a.m. A prompt arrival is greatly appreciated. Please allow at least thirty (30) minutes to complete the application.
- Fee** Indiana residents: \$20.00 (\$18/application fee & \$2/ marriage certificate, required.) Residents of any other state: \$60.00 I.C. 33-2-5.
- Required Documents** One of the following **items of identification** is required for each individual--
- **Valid operator's license** or other identification issued by a state, containing date of birth and current address,
 - Certified copy of **birth certificate**, or
 - Baptismal certificate, passport, military identification, discharge papers or a transcript of school record (different than a report card or diploma).
- Residence** A marriage license shall be obtained from the Clerk of the Circuit Court of the county in which one or both of the applicants live. If neither of the individuals are residents of Indiana, the marriage license shall be obtained from The Clerk of the Circuit Court of the county in which the marriage is to be performed.
- Age** Applicants at least 18 years of age may marry without special consent. According to I.C. 31-11-1 and I.C. 31-11-2 persons who are 17 years old must apply for the license with both parents (or the person with legal custody) who must sign the consent portion of the application. Individuals 16 years old or younger must petition the court before they can marry.
- Marriages Performed** According to I.C. 31-11-6, marriages may be performed by members of the clergy, (including a Minister of the gospel, Priest, Bishop, Rabbi, Etc.), a Judge, a Mayor within the Mayor's County, a Clerk of the Circuit Court or a Clerk-Treasurer of a City or Town within a county in which the city or town is located.
(Also, Friends Church, German Baptist, Baha'i faith, Church of Latter Day Saints or Imam of a masjid (mosque), in accordance with the rules of each religion.)
- License Expiration** A marriage license expires sixty (60) days after it is issued and is valid only in the State of Indiana. For further information, you may contact the Clerk's Office (936-9822).

**Please Provide the Following:
Pursuant to I.C. 31-11-4-4**

- **Full birth name**
- **Birthplace**
- **Residence**
- **Applicant's Age**
- **Names of Dependant Children** (if any)
- **Full name**, including the maiden name of a mother, last known residence, and if known, the place of birth of birth parents of the applicant **or** the adoptive parents of the applicant if the applicant is adopted.
- **Answer under oath** a statement of facts necessary to determine whether any legal impediment to the proposed marriage exists.
- **Sign an acknowledgment** that both applicants have received the information concerning a list of test sites for the virus that causes AIDS, and other sexually transmitted diseases.