



JUDGES

Please call the Judicial Assistant to make an appointment with one of the following Circuit Court Judges located on the 2nd floor of the Chippewa County Courthouse at 711 N. Bridge Street: (No Fee)

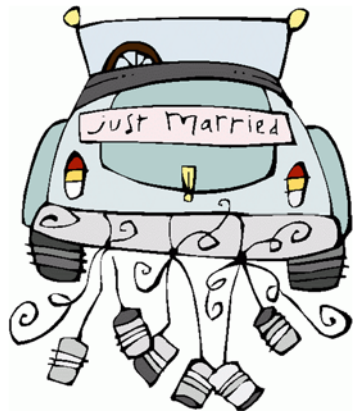
- BR. I Judge Steven Gibbs 715/726-7781
- BR. II Judge James Isaacson 715/726-7783
- BR. III Judge Steven Cray 715/738-7300

Judges will not marry anyone under age 18

CIRCUIT COURT COMMISSIONERS

(Fee is based on Commissioner)

- Robert Ferg 715/723-4443
- Benjamin Lane 715/723-8591
- David Raihle, Jr. 715/723-3256
- Kari Hoel 715/202-0505



Marriage Licenses are issued:

Monday – Friday
8:00 a.m. – 4:30 p.m.

Chippewa County Courthouse
711 N. Bridge Street, Room 109
Chippewa Falls, WI 54729

Phone: 715/726-7980

The marriage license process takes approximately 15-20 minutes to complete.

Updated: 11/06/2015



Applying for a
Marriage
License



(Reference: WI Statutes, Chapter 765)

JACLYN J. SADLER
Chippewa County Clerk

Chippewa County Courthouse
711 N. Bridge Street, Room 109
Chippewa Falls, WI 54729
715/726-7980
jsadler@co.chippewa.wi.us



REQUIREMENTS TO APPLY

RESIDENCY: Couple applies in the county where one or both parties have resided for at least the last 30 days. If the parties reside in 2 different Wisconsin counties, the couple can apply in either county in which one lives. If both parties are residents of another state or country, the application is completed in the county of the ceremony.

CEREMONY: The couple should have the ceremony date scheduled prior to applying for license. Any ordained minister, priest, Judge, Court Commissioner, or other person qualified to be an officiant may perform the ceremony. Couples are responsible to make their own arrangements. (Judges and Court Commissioners are listed on the back page)



MARRIAGEABLE AGE: Any person who is 18 years old can marry. If a person is 16 or 17, the license will be issued only with a notarized written consent from both biological parents, legal guardians, or custodians. Consent forms are available through the County Clerk's office.

TIME PERIOD FOR APPLYING:

To apply, the couple comes in to the County Clerk's office 5 to 35 days prior to the ceremony.

5-DAY WAITING PERIOD: A waiting period of 5 days must pass between the date of application and the date of marriage (i.e. application on January 1 would be issued on January 7).

LICENSE EXPIRATION: The license is good for 30 days after the date of issuance and the marriage must be performed within the 30 day time-period. If the marriage does not occur within this period, a new application must be completed and the fees will be incurred again.

REQUIRED DOCUMENTS

* **BIRTH CERTIFICATE:** Parties are required to supply a **CERTIFIED** copy of their birth certificate. (**NOTE:** Hospital Birth Certificates and State Notification of Registration are not acceptable; they are not legal documents.)

PHOTO ID: Each party must present photo identification. (Examples: Driver's license, passport, school ID, etc.)

PROOF OF RESIDENCE: Documentation of one applicant showing current proof of residence is in Chippewa County. (**Examples:** Driver's License with current residence, utility bill, bank statement, etc.)

****IF PREVIOUSLY MARRIED:** Party must present a *Death Certificate, State Annulment, or final Divorce Decree. In Wisconsin, divorced person(s) may not remarry until 6-months after the granting of the Judgment of Divorce, regardless of where the action took place.*

SOCIAL SECURITY NUMBERS: Each party must provide the County Clerk's Office with their Social Security number. It is not necessary to bring the actual card, as long as you know the number.

* **CERTIFIED DOCUMENTS FROM THE REGISTER OF DEEDS:** Copies of Birth Certificates, Death Certificates and Marriage Certificates are available in the County in which the event occurred. The fee in Wisconsin is \$20 for the first copy and \$3 for each additional copy at the time of purchase.

** **DIVORCE DECREES FROM CLERK OF COURTS:** Copies of final Divorce Judgments are available from the Clerk of Court in the County in which the event occurred.

OTHER INFORMATION

SIGNATURES: Both parties must sign the marriage license application in the presence of the County Clerk or staff.

FEES: The license application fee is \$75. However, a \$10 waiver fee is charged if, for good cause, the marriage license needs to be released before the expiration of the 5-day waiting period. (Military, out-of-state, school, illness, etc.)

APPLICATION CHECKLIST

- After the ceremony date is scheduled, couple may apply for license between 5-35 days prior to ceremony. Bring address of where the ceremony will take place.
- Officiant Information: Name, address and phone number
- Certified copy of the birth certificate (Issued by the County or State of birth – NOT a hospital Birth Certificate or State Notification of Birth Registration)
- Photo ID: (*Driver's License, State ID Card, Passport, or Military ID*)
- Proof of Residency: (*Driver's License with current address, utility bill, bank statement, pay stub, residential lease*)
- Proof of Termination of Previous Marriage: (*Conclusions of Law and Judgment or Judgment of Divorce with Judge's signature and date, Death Certificate, or State annulment*)
- Social Security Number: (*Card not necessary but must provide the SSN if you have one*)
- \$75 Application Fee (**check or cash**): Additional \$10 if the 5-day waiting period is waived.
- Parental Consent Form (if needed):



No Blood Tests or Physicals are required in Wisconsin for a marriage license.

