

INSTRUCTIONS 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. 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.**

(1) The party who will not be able to appear in the County Clerk's Office must complete and sign this form in the presence of a Notary Public 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.**

(2) The names of both parties must be printed exactly as they appear on the identification that will be used to obtain the Marriage License. The authorized person taking the acknowledgment must complete **ALL** of the information requested on the form, except the signature of the absent applicant. If acknowledgment is taken in a state other than Texas, please strike Texas and list state that applies.

(3) Applicant must then appear in any County Clerk's Office in the State of Texas at least 72 hours, but not more than 30 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, such as: Certified copy of birth certificate, valid driver's license, Military ID, valid ID issued from Department of Public Safety, valid passport, or current voter's registration card. If either party is over 18 and has no valid photo ID, an additional form of ID must be presented along with a certified copy of the birth certificate. **UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. WE MUST HAVE THE ORIGINAL DOCUMENT OR A CERTIFIED COPY.**

(4) 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 form of identification.

(5) If either party has been divorced within the last 90 days, please contact the County Clerk's office for more information.

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

AFFIDAVITS EXPIRE 30 DAYS FROM DATE OF NOTARY ACKNOWLEDGMENT

OFFICE HOURS: 8:00 – 5:00

**TELEPHONE (903) 438-4074
COST: \$82.00**

PLEASE ALLOW AT LEAST 25 MINUTES TO ISSUE LICENSE



THE STATE OF _____ COUNTY OF _____

AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE

The form and content of this affidavit is prescribed by section 2.007 of the Texas Family Code.

Name of Absent Applicant (First, Middle, Last)		Maiden Surname (If applicable)
Address (Street, city, state, zip)		
Date of Birth	Place of Birth (including city, county and state)	
Social Security Number	Citizenship	

I have not been divorced within the last 30 days. TRUE FALSE

I am not presently married. TRUE FALSE

I am currently married to the other applicant. TRUE FALSE

I am presently delinquent in the payment of court ordered child support.
 TRUE FALSE

The other applicant is not presently married TRUE FALSE

I am not related to the other applicant as: TRUE FALSE

- an ancestor or descendant, by blood or adoption;
- a brother or sister, of the whole or half blood or by adoption;
- a parent's brother or sister, of the whole or half blood or by adoption;
- a son or daughter of a brother or sister, of the whole or half blood or by adoption;
- a current or former stepchild or stepparent; or
- a son or daughter of a parent's brother or sister, of the whole or half blood or by adoption;

I desire to marry:

Name of Other Applicant (First, Middle, Last)		
Maiden Surname if Other Applicant is Female	Age	Approximate date on which the marriage is to occur
Address (Street, city, state, zip)		

The Reason I am unable to appear personally before the county clerk for the issuance of the license:
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THE FOLLOWING SECTION CAN ONLY BE COMPLETED BY MEMBERS OF THE ARMED FORCES OF THE UNITED STATES STATIONED IN ANOTHER COUNTRY IN SUPPORT OF COMBAT OR ANOTHER MILITARY OPERATION WHO ARE UNABLE TO ATTEND THE CEREMONY:

Name of adult person, other than the other applicant, to act as proxy for the purpose of participating in the ceremony:

I SOLEMNLY SWEAR (OR AFFIRM) THAT THE INFORMATION I HAVE GIVEN IN THIS DECLARATION IS TRUE AND CORRECT. I AM AWARE THAT MAKING A FALSE STATEMENT ON THIS DOCUMENT IS PUNISHABLE TO UP TO 2 TO 10 YEARS IN PRISON AND UP TO A \$10,000 FINE [HSC §195.003]

Your Signature: _____

Date: _____

Signature of Notary		(Seal)
Printed Name and Title:		
Subscribed and sworn before me on:	Expiration date of Commission:	