

How to Obtain a Marriage License



Step 1: Apply

Apply for your marriage license at the Court Clerk's office. Our hours are 8:00-12:00 and 1:00-4:00. Please bring a government-issued photo ID. Either person to be married may apply for the marriage license. You will leave with a worksheet that needs to be completed and returned after the waiting period.



Step 2: Return with completed worksheet & fee after waiting period

<i>If you apply on:</i>	<i>The soonest you may return is:</i>
Monday	Thursday
Tuesday	Friday
Wednesday, Thursday, Friday	Monday

Complete the worksheet. After the waiting period, return to the Court Clerk's office at least 30 minutes before closing (between 8:00-11:30 or 1:00-4:00) with:

- the completed worksheet
- \$85.50 in cash, exact change only

You have 6 months to complete Step 2. Either person to be married may complete this step, as long as both parties have originally signed the worksheet. (Alternatively, a third party may complete this step for you; they will be asked to sign an acknowledgment of receipt.) Please allow 20 minutes for the processing of your paperwork. You will leave with the two forms you'll need for your ceremony, a copy for your records, and a form for requesting your official license after the ceremony. If you wish to have a judge perform your ceremony, please request a judge's card.



Step 3: Get married

Get married within 6 months of completing Step 2. Have your officiant and witnesses complete the two forms we provided in Step 2. Marriage ceremony must be performed within the state of Kansas.



Step 4: Return paperwork from ceremony

Return the two forms from the ceremony to the court clerk's office within 10 business days. These can be mailed to the Court Clerk's Office or dropped off by anyone, during our office hours of 8:00-12:00 or 1:00-4:00.



Step 5: Request certified copy of marriage license

Two weeks after completing Step 4, you may request a copy of your marriage license from the Office of Vital Statistics in Topeka. You can request the license by mail using the form provided to you in Step 2, or visit the Vital Statistics web site for other ways to make this request (http://www.kdheks.gov/vital/marriage_howto.html). This certified copy of the license is required by many agencies such as the DMV and Social Security Administration as proof of the marriage or a legal name change.