

\$85.50 CASH – EXACT CHANGE ONLY

INSTRUCTIONS FOR OBTAINING A MARRIAGE LICENSE

APPLY

An application for Marriage License can be obtained in the Office of the Clerk of the District Court. Either person to be married may apply for the Marriage License. The applicant must present photo identification and sign the application on oath that both persons listed are at least 18 years of age, not currently married, and not related by close blood. (*K.S.A 23-101 et seq*)

WAITING PERIOD

Upon completion of the application there is a mandatory 3-day waiting period. You will be given a worksheet to be completed and returned at the time you pick up the license. Please complete the worksheet by *printing clearly* and making sure that both the bride and groom sign. A marriage license will not be issued if both parties do not sign the worksheet.

The following chart will let you know when you would be eligible to return to the Office of the Clerk of the District Court to pay for and pick up your Marriage License:

If you apply on	You may return with your worksheet and payment on
Monday	Thursday
Tuesday	Friday
Wednesday, Thursday, Friday	Monday

GETTING THE LICENSE

The charge for issuing a Marriage License is **\$85.50** and must be **paid for in cash with exact change**. The license must be paid for before it will be issued. The bride or groom must pick up the license. If another party is to pick up the license, they must complete an acknowledgment of receipt. The completed worksheet must be signed by the bride and groom, and must be returned in order for the license to be issued. A clerk will type the Marriage License from the information on the worksheet while you wait. You will receive the original Marriage License and a duplicate copy of the same. Take these to the officiant who will be conducting the ceremony and have him/her return the original license to the county that issued the license within ten (10) days after the ceremony.

GENERAL INFORMATION

Your license will only be good in the state of Kansas and will expire six (6) months from the date it is issued. You do not have to be married in the county where your license was issued. If you do not marry before the expiration date of the license, the license becomes void, resulting in the need to apply and purchase a new license before you can be married.

If you have questions, please contact the Office of Clerk of the District Court at (785) 832-5227. Office hours are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Monday through Friday. If you are picking up your license, you **MUST** arrive at the Clerk's office by 11:30 a.m. or 3:30 p.m.