

The Legal Part - Wisconsin

We are not lawyers. This meant to be a guide, **not** legal advice. Contact your County/State for accurate information

BEFORE THE WEDDING:

Proofs of Identity. Make sure you have or obtain a State Issued Photo ID and Certified Birth Certificate at least 2 months before the wedding. You will need them for the Marriage License. You will also need to prove residency, so make sure your name is on a lease or utility bill a few months prior to the wedding.

Marriage License Must be apply 7-30 days before the wedding. You can not become legally married without an approved application. Application can take up to 7 days (5 business days) to be approved and are only good for 30 days. Both of you must go in person at the same time. You apply in the county you live in and your Officiant turns it into the county you are married in.

You will need: State Issued Photo ID, Certified Birth Certificate(not photo copy), Social Security Number (not the card), **AND** Proof of Residence (if your current address is on your ID, that will work. If not bring a utility bill or lease/mortgage). If you have been married before, you will also need to bring your divorce papers or death certificate. You will need to go to your country clerks office to fill out the application. Again, you must apply unperson TOGETHER. The application is between \$90-\$150 depending on the county. **CALL THE COUNTY TO CONFIRM DETAILS.** Our information is not meant to be legal advice and may be outdated depending on printing date.

AFTER THE WEDDING - Name Change forms:

*Some of the form will say "Change of Address". These are the same forms you use for name changes as well. If you are not moving after the Wedding, put your current address in both the "old Address" and "New Address". Incomplete forms can be returned.

WI Marriage Certificate Application	F-05281	PDF Here	\$20 + \$3/copy
Social Security Card Name Change	SS-5	PDF Here	No Charge
Name Change WI Driver's License	MV3001	PDF Here	\$34
*Don't forget to change Motorcycle \$22 and/or CDL \$74+ as well			
Name Change WI State ID	MV3004	PDF Here	\$28
IRS Name Change	Form 8822	PDF Here	No Charge
WI Dept. of Revenue	P-706	PDF Here	No Charge
Passport Name Change	DS-5504	PDF Here	No Charge
Employee's Withholding (For your Employer)	W-4	PDF Here	No Charge

*Must fill out and submit in the year you will get married

*** If you have a printed version of this page, you can go to our website www.DonebyStorm.com/worksheets for clickable links to these forms

The cost for Marriage Papers and Name Change are about \$185-\$300+.
Most Couples forget this cost when doing their wedding budget!

This worksheet came from [Done by Storm Wedding Planning Services](http://DonebyStorm.com) www.DoneByStorm.com

Document Checklist

This is for WI only!

If you are looking for another state, please contact us.

Do you have a physical copy of...

- Bride's Certified Birth Certificate
- Groom's Certified Birth Certificate
- Bride's Proof of Residency
- Groom's Proof of Residency
- Bride's State Issued Photo ID
- Groom's State Issued Photo ID
- Papers for Divorce, Judgment, or Death Certificate if previously married.

Things you need to know...

- Bride's Social Security Number
- Groom's Social Security Number
- Ceremony Date
- Ceremony Physical Address
- Officiants Name
- Do you live in a :
 - Township
 - City
 - Village

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*** The Marriage License and Marriage Certificate are 2 different things and you will need both!

- Apply for your marriage license between 10-30 days before your wedding day.
- FEE is between \$100-\$108 depending on County. CASH ONLY.
- Must Apply in Person at your County Clerks Office
- Your Officiant will take your marriage License at your ceremony and sign your Marriage Certificate.
- Your Officiant will turn the Signed Documents in to the county you are married in. You DO NOT turn it in. Your officiant does!
- You must fill out a request form for your Certified Copies of your Marriage Certificate.
- Once you have your Certified Copies of your Marriage Certificate (which will also have the license info on it), you may now begin the process of name change and other spouse related tasks.

*** DO NOT Start your name change process if you will be traveling out of your state with-in 4 months of your wedding for your honeymoon. Wait until you get back!

*** If one of you will be taking the other persons last name, you can follow the steps for a "Name Change by Marriage" listed below. If you are choosing an entirely new legal name you must go through a "Legal Name Change" through your County's Court System. You **CAN NOT** change your last name to anything other than the identical last name of your soon-to-be spouse with a marriage license. You will need a court ordered name change for another last name.

1. You must **FIRST** change you social security card
2. Get a copy of your Birth Certificate showing the new name
3. You must then Change your Drivers License/State ID
4. You then will want to change another Government issued ID's, Permits, or Licenses (Including passports)
5. You can now change all others listed on the name change checklist.

Name Change Checklist

- | | |
|--|---|
| <input type="checkbox"/> Vehicle Registration | <input type="checkbox"/> Military/Veteran |
| <input type="checkbox"/> Vehicle Insurance | <input type="checkbox"/> Public Assistance |
| <input type="checkbox"/> Vehicle Lease or Loan issuer | <input type="checkbox"/> Business Cards/Name Tags |
| <input type="checkbox"/> Vehicle Title | <input type="checkbox"/> Road Toll Accounts/IPass |
| <input type="checkbox"/> Renters/Home Owners Insurance | <input type="checkbox"/> Pet Boarding |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Veterinarian Office |
| <input type="checkbox"/> Any business Insurance Policies | <input type="checkbox"/> Lawn/Snow Care |
| <input type="checkbox"/> Your Wedding Ring Insurance Policy | <input type="checkbox"/> Cleaning Services |
| <input type="checkbox"/> Medical Insurance | <input type="checkbox"/> Streaming Services |
| <input type="checkbox"/> Dental Insurance | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Vision Insurance | <input type="checkbox"/> OGas |
| <input type="checkbox"/> All your Doctors Offices | <input type="checkbox"/> OElectric |
| <input type="checkbox"/> Pharmacy | <input type="checkbox"/> OWater |
| <input type="checkbox"/> HR at Work | <input type="checkbox"/> OSewer |
| <input type="checkbox"/> Unions or Professional Organizations | <input type="checkbox"/> OPhone |
| <input type="checkbox"/> Pensions | <input type="checkbox"/> OInternet |
| <input type="checkbox"/> Websites | <input type="checkbox"/> OCable |
| <input type="checkbox"/> IRS | <input type="checkbox"/> OGarbage |
| <input type="checkbox"/> Dept. of Revenue | <input type="checkbox"/> OOther |
| <input type="checkbox"/> Post Office | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> All your memberships and subscriptions | <input type="checkbox"/> OFacebook |
| <input type="checkbox"/> PayPal | <input type="checkbox"/> OTwitter |
| <input type="checkbox"/> Credit Cards | <input type="checkbox"/> OPintrest |
| <input type="checkbox"/> Merchant Accounts | <input type="checkbox"/> OLinkedIn |
| <input type="checkbox"/> Banks | <input type="checkbox"/> OInstagram |
| <input type="checkbox"/> Savings, Money Market, and CD's | <input type="checkbox"/> OYouTube |
| <input type="checkbox"/> IRA/401K | <input type="checkbox"/> OGoogle+ |
| <input type="checkbox"/> School (yours and your children's) | <input type="checkbox"/> OTumblr |
| <input type="checkbox"/> Alumni Associations | <input type="checkbox"/> OFoursquare |
| <input type="checkbox"/> Mortgage or Lease | <input type="checkbox"/> OFlicker |
| <input type="checkbox"/> HOA | <input type="checkbox"/> OSkype |
| <input type="checkbox"/> Loans and Lines of Credit | <input type="checkbox"/> OUber |
| <input type="checkbox"/> All 3 Credit Bureaus | <input type="checkbox"/> OSnap Chat |
| <input type="checkbox"/> Voters Registration | <input type="checkbox"/> OBlogs |
| <input type="checkbox"/> Last Will, Power of Attorney | |
| <input type="checkbox"/> Youth Investment Accounts | |
| <input type="checkbox"/> Rewards programs (including Airlines) | |
| <input type="checkbox"/> Email Accounts | |
| <input type="checkbox"/> Library Cards | |
| <input type="checkbox"/> Online Ordering (Amazon, Stores, Food Delivery) | |
| <input type="checkbox"/> Your Church | |
| <input type="checkbox"/> Immigration Documents | |
| <input type="checkbox"/> Auto Fill on your devices | |

Look through your bank statements. They can help you think of Monthly Subscriptions you may have missed.

Go in and personally talk with your banker to help you think of Lenders and accounts you may have missed.

Don't forget to get in touch with family and friends and friends that may not yet know your new name!

Changing your Name in WI

with a marriage certificate

(Can only be done if you are taking your spouses last name. If you are both creating a new one or “mashing” your names together, you must do a legal name change.)

1.) Get a marriage certificate. Apply for marriage licenses after you have set your wedding date and complete the application between seven and 30 days beforehand. Apply with the county clerk of court. The officiator of your wedding will send the signed license in to be recorded, after which you will receive a marriage certificate.

(\$20 + \$3 per Additional Copy. 1-7 days in person or up to 3 weeks by mail)

2.) Change your name with the Social Security Administration. Complete the SS-5 form. Gather certified copies: 1 from column A, 1 from column B, and 1 from column C. Bring the completed SS-5 form and certified copies to the SSA office.

A	B (showing old name)	C (showing old name)
Marriage Certificate	WI Driver's License	US Birth Certificate
	WI State ID	US Citizenship Certificate
	US Passport	Work Authorization and I-94

- You can also apply by mail by mailing your documents to your local SSA office along with the SS-5 form; your documents will be mailed back to you.
- You will receive your documents and new social security card with your new name by mail.

(No Charge. 2-6 weeks. Card Must be mailed)

3.) Change your name on your driver's license or state ID. Provide a current Wisconsin driver's license (with photo), a non-expired U.S. passport, or your Social Security card to your local DMV office along with a completed MV3001 form (MV3004 for state ID). Also, provide proof of your name change, such as your marriage certificate (original/certified copy).

(You will have to surrender your current driver's license with your old name, and pay a fee of \$14 for a driver's license or \$16 for a state ID. Card or Temp ID will be given on the spot.)

4.) Change name with everyone else once you have your Social Security Card and ID.