

Marriage License Checklist

A simple planning guide to help you handle the paperwork before, during, and after your wedding.

Couple: _____	Wedding Date: _____
County / State: _____	Ceremony Location: _____

1. Start With Your Local Marriage License Office

- ☐ Find the official marriage license office for the county / jurisdiction where you will apply.
- ☐ Confirm whether both partners must appear in person.
- ☐ Confirm whether an appointment is required or walk-ins are accepted.
- ☐ Confirm the office hours and any holiday closures.
- ☐ Ask how far in advance you may apply.
- ☐ Ask whether there is a waiting period before the license becomes valid.
- ☐ Confirm how long the license remains valid after it is issued.
- ☐ Confirm whether the license must be used in a specific county or anywhere within the state.
- ☐ Confirm the current application fee and accepted payment methods.

Notes: _____

2. Gather the Information and Documents You Need

- ☐ Confirm which forms of photo identification are accepted.
- ☐ Confirm whether birth certificates or other identity documents are required.
- ☐ Confirm whether Social Security information is required.
- ☐ Know each partner's full legal name, date of birth, and current address.
- ☐ Know each partner's parents' legal names and any other family information requested on the application.
- ☐ If either partner was previously married, confirm what divorce, annulment, or death documentation is required.
- ☐ If a legal name has changed, confirm whether supporting documentation is required.
- ☐ Bring any other documents specifically requested by the local issuing office.

3. Complete the Application

- ☐ Complete any online pre-application if your county offers one.
- ☐ Review spelling carefully - especially legal names.
- ☐ Verify the wedding date and ceremony location information.
- ☐ Answer prior-marriage questions accurately.
- ☐ Ask the clerk to explain anything you do not understand before signing.
- ☐ Pay the required application / license fee.
- ☐ Keep the receipt and any confirmation information.

4. After the License Is Issued

- ☐ Check the license for spelling or information errors before leaving the office.
- ☐ Confirm the first date the license may legally be used.
- ☐ Confirm the expiration date.
- ☐ Ask whether the officiant must be registered or meet any local requirements.
- ☐ Ask who is responsible for returning / filing the completed license after the ceremony.
- ☐ Ask the deadline for returning the completed license.
- ☐ Store the license in a safe, dry folder until the wedding day.

5. One Week Before the Wedding

- ☐ Confirm the marriage license is still valid for the wedding date.
- ☐ Confirm the officiant knows the license must be completed.
- ☐ Confirm the officiant's legal name and any information the form requires.
- ☐ Confirm whether witnesses are required and, if so, who will serve as witnesses.
- ☐ Decide who will be responsible for bringing the license to the ceremony.
- ☐ Place the license with the wedding-day documents - not in checked luggage or a vehicle that may be unavailable.

6. Wedding Day

- ☐ Bring the original marriage license to the ceremony.
- ☐ Make sure the officiant has the license before the ceremony begins.
- ☐ Complete all required signatures after the ceremony.
- ☐ Double-check that names, dates, and signatures are legible and complete.
- ☐ Take a quick photo or scan for your personal records if permitted.
- ☐ Confirm exactly who is taking possession of the completed license after the ceremony.

7. After the Wedding

- ☐ Make sure the completed license is returned / filed by the required deadline.
- ☐ Confirm when the marriage record should become available.
- ☐ Order one or more certified copies if needed.
- ☐ Store at least one certified copy in a secure location.
- ☐ Use certified copies for legal name changes or account updates when required.
- ☐ Keep a note of the county / office where the marriage was recorded in case you need another copy later.

Notes: _____

8. Certified Copy / Name-Change Reminders

Task	Done
Order certified marriage certificate copy / copies	☐
Update Social Security record if changing name	☐
Update driver's license / state ID if changing name	☐
Update passport if changing name	☐
Update employer / payroll records	☐
Update bank and credit accounts	☐
Update insurance and beneficiary information	☐

Important: Marriage license requirements, fees, waiting periods, expiration rules, witness rules, and filing procedures vary by state and county and can change. Always confirm current requirements directly with the official government office that issues your license.