

# TIMSA'S WEDDING STEPS CHECKLIST!

BASED OFF THE TDCJ MARRIAGE PROCESS PER AD – 03.42 OFFENDER MARRIAGES  
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|    |                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1  | <b>VERIFY MARRIAGE ELIGIBILITY</b><br>(REFER TO THE WEDDING PRE-CHECK FORM)                                                                                                                                                                                                                                                                                                                                 | YES <input type="checkbox"/> NO <input type="checkbox"/>                       |
| 2  | <b>WHO IS YOUR IDEAL OFFICIANT?</b><br><br>OFFICIANT _____ PHONE _____                                                                                                                                                                                                                                                                                                                                      | YES <input type="checkbox"/> NO <input type="checkbox"/>                       |
| 3  | <b>LOCATE A COUNTY FOR YOUR MARRIAGE LICENSE</b> <span style="float: right;">Locate a county to obtain your Absent Affidavit and Marriage License from. Not all counties will permit you a license with an incarcerated loved one. Plan ahead! Obtain the absent affidavit but wait until the inmate ID has been made by the unit BEFORE mailing in the absent affidavit.</span>                            | COUNTY:<br>_____                                                               |
| 4  | <b>REQUEST TO GET MARRIED!</b><br>The incarcerated intended spouse requests to get married by sending the I-60 to the Law Library. Include the intended bride/grooms name, Officiant's legal name and any requested date (due to long distance travel). <b>BEFORE SIGNING A CONTRACT WITH ANY OFFICIANT, ENSURE THE CONTRACT PROTECTS YOU IN THE EVENT THE UNIT REJECTS THE OFFICIANT FOR YOUR SERVICE.</b> | YES <input type="checkbox"/> NO <input type="checkbox"/>                       |
| 5  | <b>ACCESS TO COURTS WILL VERIFY ELIGIBILITY</b><br>Access to Courts will complete their portion of the Inmate Marriage Verification Worksheet                                                                                                                                                                                                                                                               | YES <input type="checkbox"/> NO <input type="checkbox"/>                       |
| 6  | <b>INMATE RECORDS WILL VERIFY ELIGIBILITY</b> <span style="float: right;">The inmate records supervisor shall complete their portion of the Inmate Marriage Verification Worksheet and Approve or deny the request based on the required criteria.</span>                                                                                                                                                   | YES <input type="checkbox"/> NO <input type="checkbox"/>                       |
| 7  | <b>WARDEN REVIEWS THE REQUEST</b> <span style="float: right;">The warden shall review the marriage request and indicate approval or denial on the Inmate Marriage Verification Worksheet.</span>                                                                                                                                                                                                            | YES <input type="checkbox"/> NO <input type="checkbox"/>                       |
| 8  | <b>ABSENT AFFIDAVIT</b><br>You mail the absent affidavit to the unit's Law Library. They will have your loved one complete, sign and notarize the form and mail it back to you. <b>SEND 3 COPIES OF THE FORM INCASE THERE NEEDS TO BE CORRECTIONS. THE FORM MUST BE COMEPLETD WITH NO ERRORS. * Once notarized the absent affidavit is valid for 30 days.</b>                                               | YES <input type="checkbox"/> NO <input type="checkbox"/>                       |
| 9  | <b>OBTAIN YOUR MARRIAGE LICENSE!</b><br>You take the absent affidavit and certified copy of the inmate ID to the county court where you have chosen to file. Each marriage license has a 72-hour waiting period and is valid for 90 days.                                                                                                                                                                   | <b>OBTAINED</b><br>YES <input type="checkbox"/><br>NO <input type="checkbox"/> |
| 10 | <b>INMATE REQUETS THE WEDDING DATE - TIME TO SET THE DATE!</b><br>Chaplain Sets the date for your wedding once warden approval has been given.                                                                                                                                                                                                                                                              | <b>WEDDING DATE:</b><br>_____                                                  |
| 11 | <b>WEDDING DAY! LET'S GET MARRIED!</b><br><br>_____ / _____ / _____                                                                                                                                                                                                                                                                                                                                         |                                                                                |
| 12 | <b>FILE YOUR MARRIAGE LICENSE!</b><br>After your nuptials you will return the marriage license to the court to be filed and be sure to request 2 copies of your marriage certificate.                                                                                                                                                                                                                       | Date filed:<br>_____                                                           |
| 13 | <b>SEND INMATE RECORDS THE CERTIFIED COPY OF THE MARRIAGE CERTIFICATES.</b><br>The unit should update your status right away. However, it is best to send the certified copy to inmate records to prevent any confusion later.                                                                                                                                                                              | Date Submitted:<br>_____                                                       |