

Our Wedding Planner

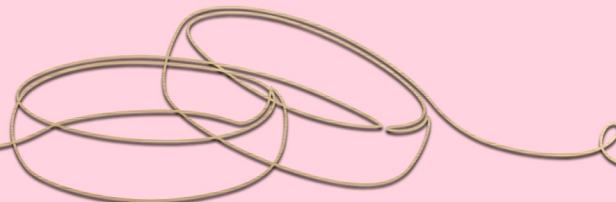


BRIDE'S NAME

GROOM'S NAME

UNIT OF ASSIGNMENT

PROJECTED WEDDING DATE



Congratulations

Congratulations!

You are embarking on a life changing event. At TIMSA we want to ensure everyone is on the same page. We want you to have all of the information upfront before you start the process. That is where our Wedding Planner comes in to assist!

From the wedding Pre-Check, to things to ask your officiant to planning your special day, this guide walks you through it step by step!

To best prepare you for the process ahead, our check lists include the steps the unit has to take as well. This allows you to follow this step by step by checking in with the law library and the chaplain. This helps you better plan your special day.

The process is only time consuming as your loved one will need to obtain a copy of her/his inmate ID and for some counties they prefer the birth certificate. This is where all the prep work comes in to assist you. By identifying which county you want to file your marriage in, it enables you to ensure you follow the TDCJ process and meet the county's requirements.

It is important to keep an open line of communication with your officiant. Keeping your officiant in the know helps them prepare for your special day!!!!

Keep in mind that all officiants have their own way of managing their clients and services. We may do things completely different than others and vice versa. That is okay. TIMSA is only responsible for our clients and our internal processes, which follow the TDCJ marriage Process per AD – 03.42 offender marriages.

After the Check-list (There is a short and long version included) you will get to the fun part. We have included the basic script for our officiants. This is the general script that is used. This is ONLY to give you an idea of the flow of the service. The verbiage will likely change based on the outcome of our consultation.

If you have questions, feel free to email us at:

support@timsadvocates.com

TIMSA'S WEDDING PRE-CHECK FOR TDCJ WEDDINGS

Before you can begin the **OFFICIAL** check list, you must begin the Wedding Pre-check. Most all wedding officiants will maintain a no refund policy. Due to this, you want to do this Wedding Pre-check **BEFORE** you pay anyone a non-refundable deposit or pay for the service in full. You want to ensure you are eligible to get married.

The Wedding Pre-Check can be heartbreaking for many couples. If there is a prior marriage that needs to be dissolved before you move forward, we recommend consulting with an attorney in situations where you do not know where the previous spouse is or if they are unwilling to complete the proper documents to assist in the divorce process.

It is important to get the difficult conversations out of the way first then focus on making your dream a reality.

If there was a former marriage on file with the TDCJ (formal or common law marriage), the **TDCJ will ONLY** change that status with a certified copy of the **DIVORCE DECREE OR DEATH CERTIFICATE**.

This page is essential to read BEFORE you pay any officiant a non-refundable deposit or fee. Please protect yourself before you sign ANY CONTRACT or SEND ANY FUNDS TO ANYONE.

ELIGIBILITY NON-INCARCERATED SPOUSE:

Are you on the approved visitation list? YES ☐ NO ☐

Are you at least 18 years old ? YES ☐ NO ☐

Have you ever been married to another person incarcerated in the TDCJ? YES ☐ NO ☐

If so, have you legally divorced your former spouse? _____

If you have filed for divorce, do you have a copy of your divorce decree? YES ☐ NO ☐

(If no, you will want to contact the county where you were divorced and obtain the divorce decree)

NOTES: _____

ELIGIBILITY INCARCERATED SPOUSE:

Are you eligible for visitation? YES ☐ NO ☐

Have you ever been married to another person? YES ☐ NO ☐

(This includes common law marriage and formal marriages)

If you ever had a marriage on file with the TDCJ, the marriage must legally be dissolved before you are eligible to be married again. If you are unsure of this, you can verify with inmate records if you have a spouse on the Family Tracking Page or your visitation list. Common law marriages are the most difficult to dissolve and may require a legal divorce.

MARITAL STATUS – POLICY PER THE TDCJ

The marital status designated by the inmate at intake is considered the marital status of an inmate during the inmate's incarceration. Except for correction of errors, the TDCJ changes the designated marital status only when adding a spouse due to marriage or removing a spouse due to a death or divorce.

TIMSA'S STEP BY STEP WEDDING PLANNER

STEP 1 – VERIFY MARRIAGE ELIGIBILITY: (SEE THE PRE-CHECK WORKSHEET)

STEP 2 – FIND AN OFFICIANT!

TIMSA understands that this is your day and you want the day to be all about you, as it should be! We encourage you to find the officiant that moves at your pace, that is understanding, patient and focused on you. It is okay to ask around and to choose the person who is the right fit for your needs. FIND the officiant that meets your needs and that you can connect with.

OFFICIANT _____ PHONE # _____

STEP 3 – FIND A COUNTY FOR YOUR WEDDING LICENSE:

You want to call the county where you intend on filing and ensure they will permit the absent affidavit for an incarcerated person and verify which identification requirements they will accept. Some may accept a copy of the inmate ID and others may want a copy of the birth certification. Getting this information before starting the process with the unit will save you time and limit frustrations.

COUNTY: _____

REQUIREMENTS: _____

STEP 4 – YOUR LOVED ONE REQUESTS TO BE MARRIED!

The incarcerated person will send an I-60 to the Law Library (or Unit Access to Courts Supervisor) and include:

1. The non-incarcerated intended spouse's name and
2. The LEGAL name of the officiant who will be performing the marriage ceremony.
* Many people DO NOT use their LEGAL NAME on their Facebook profile. If you have connected with an officiant, verify their LEGAL NAME and the spelling of that name.
3. Request a certified copy of their inmate ID for marriage purposes.

****This process takes a very long time as the request for the copy requires the unit to withdraw .10 from your loved one's inmate trust account. This is a manual process and can take up to 12 weeks. It is important for your loved one to leave a minimum of \$2.00 on their account until the copy is made.****

STEP 5 – ACCESS TO COURTS (ATC) VERIFIES ELIGIBILITY:

Access to Courts will complete their portion of the Inmate Marriage Verification Worksheet and verify eligibility for all parties.

STEP 6 – INMATE RECORDS VERIFIES ELIGIBILITY:

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.

STEP 7 – THE UNIT'S WARDEN WILL REVIEW THE REQUEST:

The warden shall review the marriage request and indicate approval or denial on the Inmate Marriage Verification Worksheet. The warden will only deny the marriage request if such a marriage would be invalid or AD-03.42 (rev. 2) Page 5 of 10 illegal or if it presents a threat to safety, security, or the orderly operations of the prison.

TIMSA'S STEP BY STEP WEDDING PLANNER

STEP 8 – MAIL THE ABSENT ADDIDAVIT TO THE LAW LIBRARY!

Before you send this to the unit, you want to call the Law Library and let them know you are sending it. They will let you know of any requirements they may have. Include a note in your envelope and advise who your loved one is.

This will be sent to the Unit's address, **ATTENTION LAW LIBRARY.**

When your loved one is called out to go to the law library this, he/she will take an envelope and stamp with them. They will complete, sign and notarize this in the law library. This will immediately be returned to you.

*** Once notarized, the absent affidavit is valid for 30 days.**

***** Follow the guidance of your Officiant for Requesting a wedding date and obtaining your license. Once you have your license you must wait 72 hours to get married and many expires after 90 days. It is BEST to obtain the marriage license first in the event there is an error with the absent affidavit and to ensure you have at least a 72-hour window before getting married. *****

STEP 9 – OBTAIN YOUR MARRIAGE LICENSE

Once you have your date, you should be good to obtain your marriage license. You will take the completed absent affidavit and the certified copy of your loved one's ID to the County Clerk's office where you obtained the Absent Affidavit. If you did not complete the Twogether in Texas – Healthy Marriage Course, you will be required to wait 72 hours to get married. If you are traveling, you may ask if the judge can permit an exception to the 72-hour rule due to the situation. Some may or may not approve this.

STEP 10 – REQUEST YOUR WEDDING DATE!

Once the above steps have been completed, the incarcerated person can request the wedding date. If you need to book travel arrangements or have a specific time to travel, or simply need time to request off work, please have your loved one include that on this **i-60 TO THE CHAPLAIN.** You may also call the chaplain and discuss this.

STEP 11 – LET'S GET MARRIED! ____ / ____ / ____

It is wedding day!

- ❖ Remember only you and your wedding officiant will be permitted to attend your wedding.
- ❖ Please take a back up wedding dress or wedding outfit (normal visitation rules apply) and the duty warden has discretion over the attire.
- ❖ Per TDCJ Policy there will be no exchange of wedding rings
- ❖ Your wedding officiant may take in one book or piece of paper. If you are doing custom vows provide them to your officiant BEFORE the day of your wedding.

STEP 12 – RETURN THE MARRIAGE LICENSE TO THE COURT CLERK:

After the ceremony, you want to return to the Court Clerk to file the marriage license. You also want to ask for TWO certified copies. While the unit updated (or should have updated) your information on the Family Tracker and the visitation list, you want to ENSURE they have your marriage certificate.

STEP 13 – UPDATE INMATE RECORDS

AFTER obtaining the certified copies of your marriage certificate you will mail one copy to the Unit's address – Attention Inmate Records. Include a note to please add your marriage certificate on file.

In the rare event they did not update your status on the day of your wedding, your loved one will now submit the R01 (Visitation List Request) form to inmate records and indicate it is a relationship and/or name change only. They state to change you to HUSBAND or WIFE and if you changed your name, they would include the new last name.

MOST units will not require this. **However, if your loved one is moved and there is a question regarding the relationship, having this in your loved one's record will prevent many concerns or questions from the new unit. This is ESSENTIAL due to the SPD-CB Code restrictions.**

TIMSA'S WEDDING STEPS CHECKLIST!

BASED OFF THE TDCJ MARRIAGE PROCESS PER AD – 03.42 OFFENDER MARRIAGES

1	VERIFY MARRIAGE ELIGIBILITY (REFER TO THE WEDDING PRE-CHECK FORM)	YES ☐ NO ☐
2	WHO IS YOUR IDEAL OFFICIANT? OFFICIANT _____ PHONE _____	YES ☐ NO ☐
3	LOCATE A COUNTY FOR YOUR MARRIAGE LICENSE 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.	COUNTY: _____
4	REQUEST TO GET MARRIED! 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). BEFORE SIGNING A CONTRACT WITH ANY OFFICIANT, ENSURE THE CONTRACT PROTECTS YOU IN THE EVENT THE UNIT REJECTS THE OFFICIANT FOR YOUR SERVICE.	YES ☐ NO ☐
5	ACCESS TO COURTS WILL VERIFY ELIGIBILITY Access to Courts will complete their portion of the Inmate Marriage Verification Worksheet	YES ☐ NO ☐
6	INMATE RECORDS WILL VERIFY ELIGIBILITY 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.	YES ☐ NO ☐
7	WARDEN REVIEWS THE REQUEST The warden shall review the marriage request and indicate approval or denial on the Inmate Marriage Verification Worksheet.	YES ☐ NO ☐
8	ABSENT AFFIDAVIT 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. 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.	YES ☐ NO ☐
9	OBTAIN YOUR MARRIAGE LICENSE! 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.	OBTAINED YES ☐ NO ☐
10	INMATE REQUETS THE WEDDING DATE - TIME TO SET THE DATE! Chaplain Sets the date for your wedding once warden approval has been given.	WEDDING DATE: _____
11	WEDDING DAY! LET'S GET MARRIED! _____ / _____ / _____	
12	FILE YOUR MARRIAGE LICENSE! 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: _____
13	SEND INMATE RECORDS THE CERTIFIED COPY OF THE MARRIAGE CERTIFICATES. 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: _____

The Consultation

This is YOUR DAY! We want it to go the way that will be the most impactful to you and your spouse and want to ensure we honor your beliefs and represent you both in the best way possible. These are questions we will discuss during your consultation. Not all officiants work the same. This is for the TIMSA process. This should only be used to help you navigate outside services, in the event you are not using TIMSA for your wedding day. By preparing for your consultation, this enables us to ensure we are getting all of the details needed for your day.

The things we will discuss are:

LOCATION/UNIT

1. Which unit is your loved one assigned to? _____
2. Is your loved one anticipating a transfer (for a program or hardship transfer) YES ☐ NO ☐ UNSURE ☐
3. If your loved one is moved to a different unit, this may impact your final pricing.
4. Pricing will vary by unit and distance, if you are anticipating a transfer, it may benefit you to wait until the transfer is completed. To secure our services, we do require a \$25 deposit that is non-refundable.
5. Out of respect for all of clients and our schedules, we do require a minimum 30-day advance notice to change the wedding location.

REFUND POLICY

1. We do maintain a non-refundable deposit of \$25 to book us for your wedding services. This covers all the administrative work that we do throughout wedding the process.
2. If you choose to cancel services with TIMSA, regardless of the reason, refunds can be requested up to 2 weeks prior to the event. Refund requests for services less than two weeks prior will not be honored or approved.
3. Refund amounts will vary by client and the amount of administrative work completed prior to the refund request and based on the amount paid.
4. Refunds will deduct the credit card processing fees.

CHANGE IN UNIT

1. It is not uncommon for TDCJ to move those who are in their custody without notice. In the event this happens we will need to recalculate your rate for our services.
2. In the event it would be too costly for us to service the new unit of assignment, any monies paid, minus the deposit and credit card fees will be refunded to you. We will also recommend an officiant in the region your loved one is in.

CONTRACT FOR SERVICE

1. We do require a contract that will be sent to you digitally. If you require a paper contract, please advise us so we may mail that to you. No service is guaranteed until the contract has been signed by both parties.
2. The contract must be completed and signed for services to be secured and rendered.

TYPE OF CEREMONY REQUESTS

The ceremonies are very short in length. We do not have the allotted time from the unit to have a lengthy service. However, we desire to make your day a special one! This day is about YOU!

Please let your officiant know the following:

1. Do you want a non-religious ceremony? _____
2. Do you want a religious ceremony? _____ if so, specify the type of religion _____ and any specifics _____
3. Are you using basic wedding vows, religious vows or writing your own? _____

4. If you are writing your vows, please discuss this with your officiant. Theses need to be turned into us no later than 3 weeks prior to your wedding date. This allows us to properly prepare the correct wording for our part of the ceremony. If you fail to turn these in, we will simply use basic vows that follow the desired type of ceremony.

Planning Your Ceremony

This is AN EXAMPLE of how the service will go. This is a basic service. We customize the service based on our consultation. It is important to remember that the service will not include the exchange of wedding rings. We share this with you so you can help us customize your special day. This is an example of a non-religious ceremony. This is just to give you and your intended spouse an idea of the order of your service. This may vary and for a variety of reasons. This is just an example to help you plan your wedding.

WEDDING PROCESSION

The Wedding Party (Bridge, Groom and officiant) are taken to the designated area to conduct the service.

Ceremony Begins

Wedding Invocation

We are gathered here for the purpose of uniting in matrimony (Partner A) and (Partner B). The contract of marriage is most solemn and is not to be entered into lightly, but thoughtfully and seriously with a deep realization of its obligations and responsibilities.

Please remember that love, loyalty and understanding are the foundations of a happy and enduring home. No other human ties are more tender and no other vows more important than those you are about to pledge.

DECLARATION OF INTENT

OFFICIANT TO THE COUPLE

Please face each other and join hands.

OFFICIANT TO PARTNER A

Do you, (Partner A), take (Partner B) to be your lawful wedded husband/ wife/ spouse? Do you promise to love her/ him/ them, and comfort her/ him/ them, honor her/ him/ them, and keep her/ him/ her in sickness and in health, for richer and for poorer, for better or for worse and be faithful to her/ him/ them as long as you both shall live?

PARTNER A

I do.

OFFICIANT TO PARTNER B

Do you, (Partner A), take (Partner B) to be your lawful wedded husband/ wife/ spouse? Do you promise to love her/ him/ them, and comfort her/ him/ them, honor her/ him/ them, and keep her/ him/ her in sickness and in health, for richer and for poorer, for better or for worse and be faithful to her/ him/ them as long as you both shall live?

PARTNER B

I do

EXCHANGE VOWS (A RING EXCHANGE IS NOT PERMITTED)

Now is the moment to share your vows with each other. If you do not provide vows we will use basic vows.

PRONOUNCEMENT OF MARRIAGE

OFFICIANT TO THE COUPLE

Now that you have joined yourselves in matrimony, may you strive all your lives to meet this commitment with the same love and devotion that you now possess.

By virtue of the authority vested in me by the State of (Name of State) , I now pronounce you husband and wife (or "spouses for life," or whatever descriptors the couple prefers)

WEDDING RECESSION

Ceremony ends; the newlyweds make their exit.

Custom Wedding Vows

WEDDING VOWS EXAMPLE:

Many choose to have their officiant choose the vows. However, you have the option to write your own. If you do write your own and they are not submitted to us 3 weeks prior to your service, we will choose default vows.

Bride:

Though seasons shift and the world around us transforms, my love and admiration for you remain constant. I promise to support and protect you through every high and low, as we navigate life's seasons side by side.

Groom:

Just as the seasons evolve and circumstances change, the steadfastness of my love and appreciation for you endures. I commit to standing by you and safeguarding our bond through the varied chapters of our journey together.

CUSTOM WEDDING VOWS MUST BE SUBMITTED TO US 3 WEEKS PRIOR TO YOUR WEDDING DATE.
YOU CAN EMAIL THEM TO [SUPPORT@TIMSADVOCATES.COM](mailto:support@timsadvocates.com)

IF YOUR PARTNER DESIRES TO SURPRISE YOU WITH THEIR VOWS, THEY CAN MAIL THEM TO US: TIMSA
PO BOX 30771 – Amarillo, TX 79120.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Custom Wedding Vows

Custom wedding vows must be submitted to us 3 weeks prior to your wedding date.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a full page of blank, lined paper. It features approximately 28 horizontal black lines spaced evenly across the page, typical of notebook paper. The lines are thin and extend from the left edge to the right edge. There are no margins, text, or other markings on the page.