

# TIMSA'S WEDDING STEPS CHECK LIST!

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

<b>1</b>	<b>VERIFY MARRIAGE ELIGIBILITY</b> (REFER TO THE WEDDING PRE-CHECK FORM)	YES <input type="radio"/> NO <input type="radio"/>
<b>2</b>	<b>WHO IS YOUR IDEAL OFFICIANT? DO NOT MAKE ANY PAYMENTS OR SIGN ANY CONTACT WITH ANYONE UNTIL THE UNIT APPROVES YOUR OFFICIANT. SEE STEP #4.</b>  OFFICIANT _____ PHONE _____	YES <input type="radio"/> NO <input type="radio"/>
<b>3</b>	<b>LOCATE A COUNTY FOR YOUR MARRIAGE LICENSE</b> <span style="float: right;">Locate a county</span> 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: _____
<b>4</b>	<b>REQUEST TO GET MARRIED!</b> 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>DO NOT MAKE ANY PAYMENTS OR SIGN ANY CONTACT WITH ANYONE UNTIL THE UNIT APPROVES YOUR OFFICIANT.</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>5</b>	<b>ACCESS TO COURTS WILL VERIFY ELIGIBILITY</b> Access to Courts will complete their portion of the Inmate Marriage Verification Worksheet	YES <input type="radio"/> NO <input type="radio"/>
<b>6</b>	<b>INMATE RECORDS WILL VERIFY ELIGIBILITY</b> 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 <input type="radio"/> NO <input type="radio"/>
<b>7</b>	<b>WARDEN REVIEWS THE REQUEST</b> The warden shall review the marriage request and indicate approval or denial on the Inmate Marriage Verification Worksheet.	YES <input type="radio"/> NO <input type="radio"/>
<b>8</b>	<b>ABSENT AFFIDAVIT</b> 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 COMEPLTD WITH NO ERRORS.</b>	YES <input type="radio"/> NO <input type="radio"/>
<b>9</b>	<b>INMATE REQUETS THE WEDDING DATE - TIME TO SET THE DATE!</b> Chaplain Sets the date for your wedding once warden approval has been given.	<b>WEDDING DATE:</b> _____
<b>10</b>	<b>OBTAIN YOUR MARRIAGE LICENSE!</b> You take the absent affidavit and certified copy of the inmate ID to the county court where you have chosen to file. If you took the TWOGETEHR COURSE, you MUST take the certificate in at this time.	<b>OBTAINED</b> YES <input type="radio"/> NO <input type="radio"/>
<b>11</b>	<b>WEDDING DAY! LET'S GET MARRIED!</b>  <div style="text-align: center;">_____ / _____ / _____</div>	
<b>12</b>	<b>FILE YOUR MARRIAGE LICENSE!</b> 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: _____
<b>13</b>	<b>SEND INMATE RECORDS THE CERTIFIED COPY OF THE MARRIAGE CERTIFICATES.</b> 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: _____