INSTRUCTIONS FOR COMPLETING AN AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE

The attached Affidavit of Absent Applicant is to be used to apply for a Marriage License when one party is unable to appear in the County Clerk's office. Please read the following instructions carefully before completing the affidavit.

1. The party who will **not** be able to appear before the Clerk must complete and sign the Affidavit of Absent Applicant for Marriage License form.

2. The names of both parties must be printed exactly as they appear on the identification used to obtain the Marriage License.

3. If absentee applicant is unable to attend the wedding ceremony because he/she is a member of the Armed Forces of the United States stationed in another country in support of combat or another military operation, he/she must name a proxy. This person need not be present to apply for the license, but they must appear at the ceremony. The proxy can be male or female and must be 18 years or older.

4. The other party must then appear in the County Clerk's office **at least 72 hours, but not more than 90 days** prior to the ceremony. They must present:

A. The completed and notarized Affidavit of Absent Applicant.
B. An acceptable form of identification for both parties that states the correct name and date of birth of each applicant. This may include any of the following:

1. Valid driver's license
2. Valid passport
3. State issued ID card
4. Military ID card
5. Certified copy of birth certificate **and** valid photo ID

NOTE: The ID for the absent applicant may be a legible photocopy. The ID for the party appearing before the Clerk must be original.

C. Each party must know their Social Security number.
D. An altered document **will not** be accepted as proof of identity.
E. The fee for the marriage license is **$77.00 cash or credit card. (No checks accepted.)**

AN AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE EXPIRES 90 DAYS FROM THE DAY OF SIGNING. IF THERE IS A CHANGE IN PROXY, THE PROCESS STARTS OVER.

If more information is needed, contact one of the offices listed below:

McKinney
2300 Bloomdale Rd.
Suite 2106
972-548-4185

Plano
900 E. Park Blvd
Suite 140-C
972-881-3025

THE STATE OF_____ COUNTY OF_____

AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE

The form and content of this affidavit is prescribed by section 2.007 of the Texas Family Code.

Name of Absent Applicant (First, Middle, Last)		Maiden Surname (If applicable)
Address (Street, city, state, zip)		
Date of Birth	Place of Birth (including city, county and state)	
Social Security Number	Citizenship	

I have not been divorced within the last 30 days. ☐ TRUE ☐ FALSE

I am not presently married. ☐ TRUE ☐ FALSE

I am currently married to the other applicant. ☐ TRUE ☐ FALSE

I am presently delinquent in the payment of court ordered child support.

☐ TRUE ☐ FALSE

The other applicant is not presently married ☐ TRUE ☐ FALSE

I am not related to the other applicant as: ☐ TRUE ☐ FALSE

- an ancestor or descendant, by blood or adoption;
- a brother or sister, of the whole or half blood or by adoption;
- a parent's brother or sister, of the whole or half blood or by adoption;
- a son or daughter of a brother or sister, of the whole or half blood or by adoption;
- a current or former stepchild or stepparent; or
- a son or daughter of a parent's brother or sister, of the whole or half blood or by adoption;

I desire to marry:

Name of Other Applicant (First, Middle, Last)		
Maiden Surname if Other Applicant is Female	Age	Approximate date on which the marriage is to occur
Address (Street, city, state, zip)		

The Reason I am unable to appear personally before the county clerk for the issuance of the license:

THE FOLLOWING SECTION CAN ONLY BE COMPLETED BY MEMBERS OF THE ARMED FORCES OF THE UNITED STATES STATIONED IN ANOTHER COUNTRY IN SUPPORT OF COMBAT OR ANOTHER MILITARY OPERATION WHO ARE UNABLE TO ATTEND THE CEREMONY:

Name of adult person, other than the other applicant, to act as proxy for the purpose of participating in the ceremony:

I SOLEMNLY SWEAR (OR AFFIRM) THAT THE INFORMATION I HAVE GIVEN IN THIS DECLARATION IS TRUE AND CORRECT. I AM AWARE THAT MAKING A FALSE STATEMENT ON THIS DOCUMENT IS PUNISHABLE TO UP TO 2 TO 10 YEARS IN PRISON AND UP TO A $10,000 FINE [HSC §195.003]

Your Signature: _____ Date: _____

Signature of Notary		(Seal)
Printed Name and Title:		
Subscribed and sworn before me on:	Expiration date of Commission:	

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