



## After the Wedding

Purchase your Marriage Certificate, available in any county in Wisconsin, at the Register of Deeds.

Please note: Certificates are not sent automatically. You must request them.

## If Changing Name Through Marriage

1. Obtain your marriage certificate(s) from the Register of Deeds
2. Change your name with Social Security.
3. Change your Driver's License or State ID
4. After 2) & 3) are complete, all other applicable name change documents (example: voter registration, bank accounts, occupational licenses, other legal documents etc.)

## Other Information

- Legible corrections to the WI Marriage License/Certificate can be made within the officiant section **by the officiant** according to instructions.
- Utilizing the license/certificate to conduct a marriage **during the wait period** without obtaining a waiver invalidates the marriage. The license must be used for a marriage on or up to 60 days following the issuance date.
- Black ink is recommended for all signatures.

10/2025

## CIVIL CEREMONIES/ COURTHOUSE WEDDINGS

Arrangements must be made directly with judges/commissioners as listed below (*not through County Clerk's Office*).

### Outagamie County Judicial Departments

**Judge Mark McGinnis**  
Circuit Court 1  
(920) 832-5152

**Judge Emily Lonergan**  
Circuit Court 2  
(920) 832-5153

**Judge Mitchell Metropulos**  
Circuit Court 3  
(920) 832-5245

**Judge Yadira Rein**  
Circuit Court 4  
(920) 832-5602

**Judge Carrie Schneider\*\***  
Circuit Court 5  
(920) 832-1550

**Judge Vincent Biskupic\*\***  
Circuit Court 6  
(920) 832-6038

**Judge Mark Schroeder**  
Circuit Court 7  
(920) 832-4727

**Brian Figy\*\***  
Court Commissioner  
(920) 832-5093

**Maureen Roberts Budiac\*\***  
**Douglas Fyfe\*\***  
Asst. Circuit Court Commissioners  
(920) 832-5057

**Brian Bushaw\*\***  
Family Ct. Commissioner  
(920) 832-5057

\*\*As of 10-24-2025  
Currently Scheduling Marriage Ceremonies

# Marriage License Information

Only For Marriages Performed in Wisconsin  
(As required per WI Stat., Ch. 765)



**Kelly Gerrits**  
**County Clerk**

Government Center  
320 S. Walnut Street  
Appleton, WI 54911  
**(920) 832-5077**  
[www.outagamie.org](http://www.outagamie.org)

- **By appointment only**
- Call 920-832-5077 to schedule your appointment. **Appointments may be scheduled for the current week, or the week following.**
- Please be on time for your appointment. (Late appointments may have to reschedule.)
- **At the appointment, only the couple (and translator, if required) will be allowed to attend—no children or other family members.**

**Office Hours**  
(Not scheduled appointment times)  
**Monday – Friday**  
**8:00 a.m. to 4:30 p.m.**

# FOR MARRIAGES PERFORMED IN WISCONSIN

- **A wedding date (and officiant) must be set prior** to making an appointment for the marriage license
- The couple must apply together in person and present the required documentation. (see "Required Documentation Checklist" for more information)

## WHERE TO APPLY

Beginning July 1, 2022: If the couple is getting married in Wisconsin, they may apply at **any** Wisconsin County Clerk's office (regardless of residency) for a marriage license. The marriage license can then be used anywhere in Wisconsin.

## WHEN TO APPLY- TIMELINES

The appointment for the marriage license application must be made at least four (**4**) days **before** the ceremony date, but no more than **60** days before.

There is a four (4) day waiting period before the license is valid. The license is then valid for 60 days.

Waiting period waivers are available for an additional fee of \$25. **All proper application documentation must be presented.**

Information provided in this brochure is not inclusive, and lists the minimum requirements for a marriage license. Refer to WI State Statute 765 for additional regulations.

## APPLICATION FEE

- \$115.00 — or,
- \$140.00 for waiver of waiting period
- Due at time of Application
- Nonrefundable

Cash, check, or debit/credit cards (debit/credit cards are charged an added \$2.53 service fee or \$3.08 with waiver). 

## *For Documents Not In English*

Any document not in English must have attached to it a certified or notarized translation. The couple must speak and be able to read English. **If not, the applicants must provide a translator that is not a family member or friend.** The couple **may not** translate for each other.

## ELIGIBILITY

- If your last marriage ended by divorce, you cannot marry in Wisconsin until 6 months after the date of final decree of your divorce, even if you were divorced in and/or reside in another state. There is no provision for waiving the 6 month waiting period for any cause.
- Persons are of age to marry without parental consent at age 18. Signed parental consent of both parents or guardians is required at the time of, or prior to application for 16 and 17 years of age. Forms are available at the time of application.

**WARNING:** Applicants or officiants who have questions or concerns regarding the officiant's authority to perform marriages in Wisconsin should seek legal counsel. **Information as to the validity of any specific religious organization or any ordination process is not available from the County Clerk's Office** or from the State Vital Records Office. Wis. Statutes 765.16 provides additional information.



## Required Documentation Checklist:

- **Unexpired Government-issued Identification**

**Examples include** driver's license or state ID card, valid passport, Mexican matricula consular card- Couple must provide a valid government issued picture ID with signature

- **Address Verification:** If your IDs reflect your current address, no further documentation is necessary. If the ID does not show current address, provide dated mail: ex. a utility bill, or other bill showing your current address.

- **Certified State or County birth certificates** (photocopies, hospital keepsakes or birth registration forms are not acceptable, nor will damaged or altered records be accepted). Provide correct spelling for abbreviated names on birth certificate.

- **Social Security card** if a number has been issued to you. If you know the number, it can be provided at the time of the appointment.

- **If previously married**, a printed copy of the complete final judgment of divorce with the Judge's signature, a certified divorce certificate (if no name change occurred), or certified death certificate that ended the most recent marriage must be shown at time of application for each applicant.

- **Ceremony Information** — Provide date of ceremony & location; officiant name, phone, mailing address, and email; and two witnesses names. **Please have this information written down & available to bring to your appointment.**