

## VITAL RECORDS

### How to obtain Birth/Death Certificates:

If the birth/death occurred in **Wisconsin** contact:

Register of Deeds  
508 New York Avenue Room 218  
Sheboygan, WI 53081  
Telephone: 920-459-3023

If the birth/death occurred in another State go to:

[www.cdc.gov/nchs](http://www.cdc.gov/nchs)

### How to obtain Divorce judgments:

Copies of final Divorce judgments are available from the county where the event occurred. To obtain a divorce judgment from **Sheboygan County** please contact:

Clerk of Courts  
615 N. 6<sup>th</sup> Street  
Sheboygan, WI 53081  
Telephone: 920-459-3068

If the divorce occurred elsewhere in the State of Wisconsin, please contact the Clerk of Courts in that county or go to:

[www.dhfs.wisconsin.gov/vitalrecords](http://www.dhfs.wisconsin.gov/vitalrecords)

If the divorce occurred in another State please go to:

[www.cdc.gov/nchs](http://www.cdc.gov/nchs)

### About Your Officiant

If you have questions about the legality of the officiant you have chosen, you may want to seek legal counsel. To contact a Sheboygan County **religious officiant** by denomination you may wish to contact the County Clerk's Office at 920-459-3003.

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## APPLICATION CHECKLIST

\_\_\_\_\_ **Arrangements must be finalized prior to applying for your license:** Your wedding date; the municipality where marriage is taking place (city, village or township); the name, address, and phone number of your officiant; the names of your two witnesses

\_\_\_\_\_ **Make an appointment** to apply for a marriage license by calling Clerk's office 920-459-3003

\_\_\_\_\_ **Certified birth certificate** which includes a raised seal (**NOT** a hospital certificate of birth or State Notification of Birth Registration)

\_\_\_\_\_ **Unexpired Photo ID**

\_\_\_\_\_ **Proof of residency required** if photo ID is not current (NOTE: Only residents of Sheboygan County or residents of another state, who are being married in Sheboygan County, may apply in Sheboygan County)

\_\_\_\_\_ **Social Security Numbers** (You do not need to bring your SSN card)

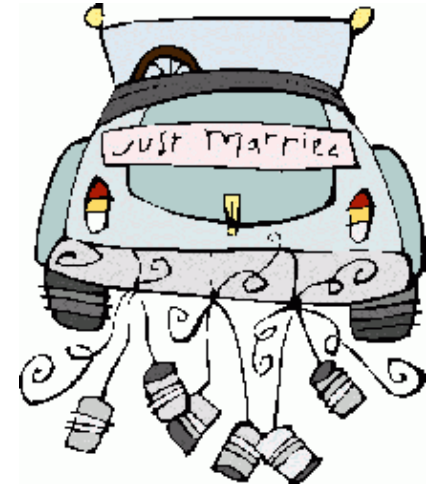
\_\_\_\_\_ If previously married please supply **proof of how marriage ended** (Death Certificate, Legal Annulment, or Findings & Conclusion of Final Divorce Judgment)

\_\_\_\_\_ **\$85.00** application fee plus \$25.00 waiver fee if qualified to apply for license less than 6 days prior to wedding. i.e. out of state residents

\_\_\_\_\_ Parental Consent form if under 18 yrs. of age

\_\_\_\_\_ **Foreign language documents** in a language other than English must have a **certified translation**. Applicants who do not speak and/or understand English **must apply** with an independent interpreter **not related to either applicant**

## Marriage License Information



**Jon Dolson**  
**Sheboygan County Clerk**  
508 New York Avenue  
Sheboygan, Wisconsin

920-459-3003

[www.sheboygancounty.com](http://www.sheboygancounty.com)

**Marriage license applications  
are taken weekdays**

**BY APPOINTMENT**

**8:30- 11:00 am & 1:30 - 4:00 pm**

**Please call to set appointment**

**ATTENTION HONEYMOONERS**

**PASSPORT SERVICES AVAILABLE HERE!**

## INFORMATION GUIDE

**Marriageable Age:** Any person who has attained the age of 18 may marry. Persons 16-17 years of age may marry only with written consent of parents or guardian. Consent forms must be signed in the County Clerk's office.

**Residency:** Application must be made in the county where one or both parties have resided for at least 30 days. If both parties are residents of another state, application must be made in the county where the ceremony will be held.

**License Application:** Both parties must apply together in person in the County Clerk's Office. The application ( **BY APPOINTMENT** ) should be made **6 to 30** days prior to the marriage date. Please call 920-459-3003 to set an appointment. The application fee of \$85.00 is payable at the time of application. If the couple should be unable to apply within the required time due to extenuating circumstances (call Clerk's office to find out extenuating circumstances), the County Clerk may waive the 6-day waiting period. The "30 days prior" requirement cannot be waived. A form requesting that the waiting period be waived must be completed and an additional fee of \$25.00 will be charged. Waivers will not be granted for applicants under the age of 18.

**Payment:** Our office accepts cash or check. Most major credit and debit cards can be used, however there is a transaction fee for this service.

**Proof of Age:** Both parties are required to present a **certified birth certificate** which has a raised seal on it from the State or County where they were born. (*Hospital Souvenir Birth Certificates and State Notification of Birth Registrations are not acceptable*). If born outside of the U.S. we will accept a Resident Alien card or foreign passport.



**Photo ID and Proof of Residency:** Both parties must present photo identification (*driver's license, alien card, school ID, etc.*) and documentation showing a correct address for proof of residency (*driver's license, rent receipt, bank account, utility bill, pay stub with address, etc.*)

**Social Security Numbers:** Both parties must provide their SSN. It is not necessary for you to bring the actual card with you.

**Ceremony:** When you apply for your license we will need to know the **DATE** of your ceremony, the exact location **WHERE** you are being married, and the **NAME, ADDRESS** and **TELEPHONE NUMBER** of the **OFFICIANT** performing the ceremony & names of your two witnesses.

**Divorce Papers/Death Certificate:** If either party has been previously married, they must provide a copy of the Divorce judgment, Legal Annulment papers or Death certificate from their LAST marriage. If the last marriage ended in divorce, the divorce must be final for at least 6 months to remarry in Wisconsin.

**Foreign Language:** Documents in another language must have a certified translation. Persons who do not speak and/or understand English must bring an independent interpreter **not related to either party** when applying for their license.

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The Marriage License regulations contained in this pamphlet are governed by the laws of the State of Wisconsin. The regulations are the same statewide. The cost of a Marriage License and Waiver Fee may vary from county to county.

For information on Marriage License regulations for other states, contact the county in which your marriage will take place.

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## CIVIL CEREMONIES

### Courthouse Ceremonies

Couples wishing to be married at the Courthouse should contact the Family Court Commissioner's office at **920-459-3102** prior to applying for the marriage license. Wedding ceremonies are performed in Room B-10 on Fridays between 3:00 p.m. and 4:00 p.m. by appointment. There is a **\$40 fee** for use of the courthouse payable at the time of application for marriage license in the County Clerk's Office.

### Other Civil Ceremonies



Couples wishing to be married outside of the courthouse can be married by a **County Circuit Court Judge** or **Municipal Judge**. Circuit Court Judges are available on a rotational basis. Fees are at the discretion of the individual judges and can range from \$175 to \$250. Sheboygan County Circuit Court Judges can be contacted through the Judicial Assistant Department of the Clerk of Circuit Courts Office at **920-459-0308**.

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#### **Circuit Court Judges** are:

Daniel Borowski  
Kent Hoffmann  
Rebecca Persick  
Edward Stengel  
Angela Sutkiewicz  
**Reserve Judges** are:  
James Bolgert 920-453-0400  
Terry Bourke 920-458-0917  
Timothy Van Akkeren 920-458-1027

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#### **Municipal Judges** are:

**Village of Elkhart Lake**  
Susan Schleisner 920-980-7055  
**City of Plymouth**  
Matthew Mooney 920-892-8801  
**City of Sheboygan/Village of Kohler**  
Natasha Torry 920-287-6737  
**City of Sheboygan Falls**  
Gregg Rotter 312-513-3700

Catherine Q. Delahunt (Retired) 262-424-3177  
David Specht (Retired) 920-918-9020