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

How to obtain Divorce Judgments:
Copies of final Divorce Judgments are available from the county where the divorce occurred. To obtain a divorce judgment from Sheboygan County please contact:

Sheboygan County Clerk of Circuit Courts
615 N. 6th Street
Sheboygan, WI 53081
Telephone: 920-459-3962

If the divorce occurred elsewhere in the State of Wisconsin, please contact the Clerk of Circuit Courts in that county or go to:
www.dhfs.wisconsin.gov/vitalrecords

If the divorce occurred in another State please go to:
www.cdc.gov/nchs

MARRIAGE APPLICATION CHECKLIST

_____ **Wedding arrangements: Must be finalized prior to applying for your license:** Your wedding date; know the **municipality** where marriage is taking place (city, village or township); **name**, **address** and **phone** number of your **officiant**; names of your two **adult witnesses**. A marriage application must be made no more than **60 days but not less than 3 days prior** to the wedding day by appointment only.

_____ **Make an appointment:** To apply for a marriage license please call the County Clerk's office at 920-459-3003 ASAP!
An appointment is required.

_____ **Certified birth certificate:** Provide a **certified** birth certificate. Photo copies are not accepted. Hospital Souvenir Certificates of Birth or State Notifications of Birth Registration **are not** certified birth certificates.

_____ **Unexpired photo ID**

_____ **Proof of residency:** (if photo ID is not current) provide proof of residency such as a utility bill, pay stub, rent agreement etc.

_____ **Social Security Numbers**: You do not need to bring your Social Security card.

_____ **If previously married**: Please supply proof of how the marriage ended (Certified **Death Certificate**, Legal Annulment, or Findings & Conclusion of **Final Divorce Judgment** indicating the DATE the marriage ended.)

_____ **Application non-refundable fee(s): $90.00 + $25.00 waiver fee,** if qualified to apply for a license less than 3 days prior to the wedding.

_____ **Parental Consent Form** if under 18 years old

_____ **Foreign language documents must have a certified translation.** Applicants who do not speak and understand English **must apply** with an independent interpreter **not related to either applicant.**

Marriage License Information

My staff and I appreciate the privilege of serving you!

Jon Dolson
Sheboygan County Clerk
508 New York Avenue, Rm. 129
Sheboygan, Wisconsin
920-459-3003

www.sheboygancounty.com

Marriage license applications are taken weekdays

BY APPOINTMENT ONLY

8:30-11:00 AM & 1:30-3:30 PM

Please call as far in advance as possible to set your appointment

ATTENTION HONEYMOONERS:

PASSPORT SERVICES AVAILABLE HERE!

INFORMATION GUIDE

Marriageable Age: Any person who has attained the age of 18 may marry. Persons 16 or 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.

License Application: Both parties **must** apply together in-person in the County Clerk's Office. The application must be made no more than **60 days but not less than 3 days prior to the marriage date.** **An appointment is required. Please call 920-459-3003 as soon as possible to set an appointment, as time slots fill up fast.** Do not wait to set your appointment. **A non-refundable $90.00 fee** is payable at the time of application. If the couple is 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 3-day waiting period. The "60 days prior" requirement cannot be waived. A waiver form must be completed and an **additional non-refundable $25.00 fee** will be charged. Waivers will not be granted for applicants under the age of 18.

Payment: Our office accepts **only** cash or check. If you choose to use a major credit or debit card you will be sent to another office to use the card. 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 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.

Unexpired Photo ID and Proof of Residency: Both parties must present unexpired 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 Social Security card with you.

Ceremony: When you apply for your license we will need to know the **DATE** of your ceremony, the exact location **WHERE (municipality)** you are to be married, the **NAME**, **ADDRESS** and **TELEPHONE NUMBER** of the **OFFICIANT** performing the ceremony, and the **NAMES** of your two adult 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 a foreign language must have a certified translation. Persons who do not speak and 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, please 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 non-refundable **$50 fee** for use of the courthouse payable at the time of application for marriage license in the Clerk's Office.

Other Civil Ceremonies

Couples wishing to be married outside of the courthouse may be married by a **County Circuit Court Judge** or **Municipal Judge** (phone numbers listed below). 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 at **920-459-0532**.

Municipal Judges are:
Village of Elkhart Lake
Susan Schleisner - 920-980-7055
City of Plymouth
Matthew Mooney - 920-892-8801
City of Sheboygan Falls
Terrence Tolliver - 920-467-0763

Retired Judges are:
Catherine Quirk - 262-424-3177

Rev. 12/2025