

INSTRUCTIONS FOR COMPLETING AN ABSENTEE AFFIDAVIT

PLEASE READ CAREFULLY

The *Absentee Affidavit* is to be completed if an applicant is unable to appear personally before the County Clerk to apply for a marriage license. The other applicant may apply for a marriage license on behalf of the absent applicant.

The County Clerk may not issue a marriage license for which **both** applicants are absent unless **both** applicants are **members of the armed forces of the United States stationed in another country in support of combat or another military operation.** Texas Family Code: Chapter 2, Section 2.006

The affidavit will be denied if both parties desiring to marry are not in full compliance with the information that follows. The absent party must complete every blank and sign the affidavit. **In addition, the absent party's signature must be acknowledged and notarized. Photocopies or faxed copies will not be accepted. Unsworn declarations are not accepted.**

1. Print or type all information that is requested on the application. No white-out or obvious alterations will be accepted.
2. The names of both parties must be printed or typed **EXACTLY** as they appear on the identification that will be used to obtain the marriage license.
3. **With the exception of the other applicant, a person may only act as a proxy if they are an adult, 18 or older, and the absent applicant is unable to attend the marriage ceremony and is a member of the armed forces of the United States stationed in another country in support of combat or another military operation.**
4. There is a 72-hour waiting period immediately following the issuance of the marriage license unless waived by a court order or proof of active military status.
5. The marriage ceremony must be conducted within **90** days from the date the marriage license is issued or it will expire.
6. An acceptable form of valid, government issued picture identification must be presented by the present party with one of the following for the absent applicant:
 - Certified copy of birth certificate.
 - Valid driver's license.
 - Military id.
 - Valid passport.
 - Naturalization papers

PHOTOCOPIES OF ID ARE NOT ACCEPTED. NO ALTERED DOCUMENTS AS PROOF OF ID WILL BE ACCEPTED.

7. **The absentee affidavit expires **90** days from date of signing.**
8. The fee is \$75.00. Cash, Visa, Discover, MasterCard or American Express. No Checks.

Office Hours: Monday through Friday 8:00-5:00 Phone: 817-884-1550

AFFIDAVIT OF ABSENT APPLICANT

The County Clerk's office will **not** accept this document if it is not filled out completely and correctly.
Please print or type all information.

State of Texas
COUNTY OF TARRANT

1. Full name of applicant: _____
(Include Maiden Name if Female)

2. Complete address of applicant (include address of institution if incarcerated.)

_____ Zip
Current Address City/State

3. Date of birth: _____ / _____ / _____ Age: _____
Month Day Year

4. Place of birth: _____ State
City County (If Known)

5. I am a citizen of: _____

6. Social Security Number: _____ / _____ / _____

7. If divorced, did divorce occur within the last 30 days? Yes No N/A

8. I am not presently married and the other applicant is not presently married. True False

9. I am not presently delinquent in court-ordered child support payments. True False

10. The other applicant is not related to me as 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 adoption.

True False

11. I do hereby declare that I desire to marry: _____
whose age is: _____ and whose address is: _____
Address City/ State Zip

12. Approximate date of marriage: _____

13. I am unable to appear in person before the County Clerk because: _____

14. I will be present at the marriage ceremony. True False

15. I am a member of the armed forces of the United States stationed in another country in support of combat or another military operation. I am unable to attend the marriage ceremony and for that reason I hereby appoint _____ to act as proxy.
(Must be 18 years of age or older and not the other applicant)

NOTARY

OATH OF APPLICANT

I solemnly swear (or affirm) that the information I have given in this affidavit is true and correct.

Signature _____ Executed on _____ 20 ____.

Subscribed and sworn to me on this _____ day of _____, 20____.

Notary Signature _____

Notary Public, in and for _____ County State Seal

Type of ID used for Notarization

*Note: Affidavit expires 90 days from date of notary acknowledgment.