

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:

1. on active duty as a member of the armed forces for the United States, or the state military forces.
 2. confined in a correctional facility, as defined by Section 1.07, Penal Code. (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. The absent party's signature must be acknowledged by a notary.

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. Any adult, with the exception of the other applicant, can be named to act as proxy if the absent applicant is not attending the marriage ceremony.
4. There is a 72-hour waiting period immediately following the issuance of the marriage license unless waived by court order or proof of active military status.
5. The marriage ceremony must be conducted within 30 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. (No previous marriages for female applicant.)
 - ◆ Valid driver's license
 - ◆ Military id
 - ◆ Valid passport
 - ◆ Naturalization papers

ALTERED DOCUMENTS AS PROOF OF ID WILL NOT BE ACCEPTED

7. The absentee affidavit expires 30 days from date of signing.
8. The fee is \$71.00. Cash, Visa or MasterCard. No Checks.

**200 Taylor Street, Suite 301 ~ Fort Worth, TX 76196
Office Hours: Monday through Friday 8:00 - 4:30 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.)

Address	City	State	Zip
---------	------	-------	-----

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

4. Place of birth: _____
City County (if known) State

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 parents 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. True False

11. I do hereby declare that I desire to marry: _____

Who's 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 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 Date

Subscribed and sworn to me on this date: _____
Date

Notary Signature: _____

Seal

Notary Public, in and for _____
County State

Type of ID used for Notarization: _____

* NOTE: AFFIDAVIT EXPIRES 30 DAYS FROM DATE OF ACKNOWLEDGEMENT.