



Welcome to Marriage by Mail!

Let's begin with *Step 1: We Apply For You*. Soon, you will be hearing from your Personal Marriage License Concierge. In the meantime, please find the Marriage Pre Application Worksheet and the Marriage License Concierge Additional Info Sheet below. Please complete these forms and return them to your Concierge along with a photo ID for each spouse (see notes below). We would need this done by 9am, Tuesday.

That's it. That's Step 1. Here are some instructions:

Take special care in filling this out. Errors made on the Marriage Pre Application Worksheet are subject to \$50 in duplicate license fees and a minimum of one week delay. Please read this carefully before proceeding.

Instructions on Filling Out the Pre Application Worksheet:

- All the information on the Pre Application Worksheet must match the information on your photo ID exactly.
- 1D and 9D *Maiden Surname (if different)*: Does the last name (surname) listed on your photo ID match your birth certificate? If it does, you will skip this question. If not, what name is listed on your birth certificate?
- 2b and 10b *Residence County*: International clients can skip this question. US residents: what U.S. county do you live in? Not country. Please do not write USA in this space.
- 4 and 12 *Social Security Number*: International clients and clients without a social security number can skip this question. Vital Statistics requires social security numbers from anyone that has one.
- 6 and 14 *Did You Complete a Pre Marital Course?* No.
- 7 and 15 *If Your Spouse is not present, explain*: These should be left blank.
- 8a and 16a, *Number of this marriage*: The Bureau is asking which # of marriage this is. For example, if you have never been married before, then you will enter "1" because this will be your first marriage. If you have been married twice before, then you will enter "3" because this will be your third marriage. Any mistake on this specific question will incur a **\$450** court order. Please check with your Concierge if you have any questions.
- 17abcd *Mailing Address*: 3-4 weeks after the ceremony, the Clerk will mail you a Certificate of Marriage. To what address would you like that sent?
- It is important to submit your information correctly. Revisions can only be made in the form of a Duplicate License, which incurs a fee of **\$50** and adds delays to the process. If an error cannot be corrected in time for your wedding, then you will need to visit the Marriage License Bureau personally and correct it there prior to your ceremony.

Notes:

- Acceptable ID is a drivers license (US residents) - OR - passport (international clients).
- If you are unable to make the Tuesday morning deadline, please reach out to your Concierge and let them know.

If you're curious to know what we're up to:

Your Concierge will fill out the Marriage License Bureau's required paperwork and open a file. On Wednesday, your Concierge will meet with the Clerk of Courts to apply for your License to Marry. Once they have the original License, we will mail it to you along with instructions on Step 2: *Sign Your License*.

Marriage Pre-Application Worksheet

Please complete the following information which is required to process your marriage license. Your Social Security number is required by FSS #741.04 and information noted with an * is required by vital statistics and will not be recorded.

Groom/Spouse Information:

1a. First Name:	1b. Middle Name:	1c. Last Name:
		1d. Maiden Surname (if different):
2a. Residence (City, Town, or Location):	2b. Residence County:	2c. Residence State or Foreign Country:
3a. Date of Birth (Mo., Day, Yr.):	3b. State or Country of Birth:	4. Social Security Number:
5. *Race (please check one): <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other 5a. *Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	6. Did you complete a premarital preparation course? Yes____ No____ <i>If yes, please attach the completion form.</i> 7. If Bride/Spouse is not present, explain:	
8a. *Number of this marriage: ____ Enter '1' for first marriage and skip 8b and 8c.	8b. *If previously married, enter date ended (Mo., Day, Yr.): ____ / ____ / ____	8c. *If previously married, check how ended: <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Annulment

Bride/Spouse Information:

9a. First Name:	9b. Middle Name:	9c. Last Name:
		9d. Maiden Surname (if different):
10a. Residence (City, Town, or Location):	10b. Residence County:	10c. Residence State or Foreign Country:
11a. Date of Birth (Mo., Day, Yr.):	11b. State or Country of Birth:	12. Social Security Number:
13. *Race (please check one): <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other 13a. *Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	14. Did you complete a premarital preparation course? Yes____ No____ <i>If yes, please attach the completion form.</i> 15. If Groom/Spouse is not present, explain:	
16a. *Number of this marriage: ____ Enter '1' for first marriage and skip 8b and 8c.	16b. *If previously married, enter date ended (Mo., Day, Yr.): ____ / ____ / ____	16c. *If previously married, check how ended: <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Annulment

General Information:

17a. Mailing Street:	17b. Mailing City:	17c. Mailing State:	17d. Mailing Zip:
18. Telephone:		19. Email Address:	



Marriage License Concierge Additional Info Sheet

The following form will help your Marriage License Concierge understand your wedding details and process your license according to your plans. Please reach out to your Concierge with any questions.

What is your wedding date?

Who will your wedding performer / officiant / celebrant / minister be?

Contact info:

Where will you be having your ceremony?

Venue Contact Person Info:

Wedding Planner / Coordinator Info (if any):

Travel Agent Contact Info (if any):

After the Marriage by Mail process is complete and your License to Marry has been issued (Step 3), we will return the license so that your officiant can finalize their part at the wedding ceremony. The license must be present at the wedding. Would you prefer we mail it to you at home or directly to your officiant / planner in Florida? *(Please contact your Concierge if you are unsure).*

If the License to Marry is being sent to your home, when will you be traveling?
(Our goal is to have it delivered at least two days prior to your travel date).

Will there be a name change?

How did you hear about us?