

The information on the attached informal marriage certificate application must match **exactly** to the ID that you will be using as proof of identification – whether it be a driver’s license, certified copy of a birth certificate, Texas ID etc. **Each Applicant** will need to fill out the required information.

Please email the completed application along with a copy of your ID to countyclerk@co.potter.tx.us

Please call our office at 379-2275 to set up an appointment to complete your informal marriage certificate.

In order to speed up your process, you may go online to pay your Informal Marriage Certificate fee which is \$36.00. (A surcharge will apply.) Payment needs to be paid on the *same* day you are coming to our office. **If you pay earlier, we will return the payment and you will have to resubmit.** You will do this via Certified Payments <https://certifiedpayments.net/PaymentWizard3.aspx> **Bureau Code: 3145125**

OR

You may choose to pay cash at the counter when you arrive.

The County Clerk’s office will complete the certificate and print for both of you to verify and sign at your appointment time.

When you come to the Courthouse at 500 S. Fillmore, you will come in the South doors of the building. Upon entering the building, you will have your temperature taken by security, as well as answer the required screening questions, before being allowed to come to the 2nd floor, Room 202. You will need your original ID on hand for the Clerk to verify. **We will not issue the certificate without it.**

After all is complete, you will have an official Informal Marriage Certificate to take with you.

**INFORMAL MARRIAGE CERTIFICATE
APPLICANTS APPLICATION
POTTER COUNTY, TEXAS**

Applicant One

Name: First: _____

Middle: _____

Last: _____ Suffix _____

Woman's Maiden Name (if applicable): _____

Street Address: _____

City _____ **State** _____ **Zip** _____

Telephone Number: _____

Date of Birth: _____

Place of Birth: City _____ County _____ State _____

Social Security Number: _____

The other applicant is not related to me as: _____ TRUE _____ FALSE

- 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 by adoption.

I solemnly swear (or affirm) that we are married to each other by virtue of the following facts: on or about the _____ day of _____, year of _____, we agreed to be married, and after that date we lived together as a married couple and in this state represented to others that we were married. Since the date of marriage to the other party, I have not been married to any other person. This declaration is true and the information in it which I have given is correct.

WARNING: THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. (HSC, SEC. 195-003)

**INFORMAL MARRIAGE CERTIFICATE
APPLICANTS APPLICATION
POTTER COUNTY, TEXAS**

Applicant Two

Name: First: _____

Middle: _____

Last: _____ Suffix _____

Woman's Maiden Name (if applicable): _____

Street Address: _____

City _____ **State** _____ **Zip** _____

Telephone Number: _____

Date of Birth: _____

Place of Birth: City _____ County _____ State _____

Social Security Number: _____

The other applicant is not related to me as: TRUE FALSE

- 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 by adoption.

I solemnly swear (or affirm) that we are married to each other by virtue of the following facts: on or about the _____ day of _____, year of _____, we agreed to be married, and after that date we lived together as a married couple and in this state represented to others that we were married. Since the date of marriage to the other party, I have not been married to any other person. This declaration is true and the information in it which I have given is correct.

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