

The information on the attached marriage license 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 marriage license.

In order to speed up your process, you may go online to pay your ML fee which is \$71.00. (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 application 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 license without it.**

After all is complete, you will have an official Marriage License to take to the officiant.

There is a 72 hour waiting period and the license expires in 90 days.

You will be provided an envelope for mailing your Marriage License back to our office after your ceremony. The Officiant or you are responsible for getting the completed marriage license back to the Clerk for recording. Upon receipt of your license, we will record it and immediately mail it back to the address you provided us for mail back purposes.

**MARRIAGE LICENSE
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: _____

I have not been divorced within the last 30 days: _____ TRUE _____ FALSE

I am not presently married and the other applicant is not presently married: _____ TRUE _____ FALSE

I am not presently delinquent in the payment of court-ordered child support: _____ TRUE _____ FALSE

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.

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)

**MARRIAGE LICENSE
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: _____

I have not been divorced within the last 30 days: _____ TRUE _____ FALSE

I am not presently married and the other applicant is not presently married: _____ TRUE _____ FALSE

I am not presently delinquent in the payment of court-ordered child support: _____ TRUE _____ FALSE

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.

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