

INSTRUCTIONS FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT

The attached Affidavit of Absent Applicant is to be used to apply for a Marriage License when one party is unable to appear in the County Clerk's office. Please read the following instructions carefully before completing the affidavit:

1. The party who will not be able to appear in the County Clerk's office must complete and sign this form in the presence of a notary public. All blanks on the form must be filled in.
2. If the party who will not be able to appear in the County Clerk's office is incarcerated, he/she must complete and sign this form in the presence of a notary public. All blanks on the form must be filled in.
3. The names of both parties must be printed exactly as they appear on the identification that is used to obtain the Marriage License. The notary must sign and seal the affidavit, and the marriage license must be obtained within 30 days from the notarized date.
4. If the absent applicant will not attend the wedding ceremony he/she must list a name for the proxy. This person need not be present to apply for the license, but they must appear at the ceremony. If no proxy is needed, show "N/A" on that line.
5. The other party must then appear in any of the County Clerk's offices at least 72 hours but not more than 30 days prior to the ceremony. They must present:
 - a. The completed Affidavit of Absent Applicant.
 - b. An acceptable form of identification for both parties that states the correct name and date of birth of each applicant. This may include any of the following:
 1. STATE ISSUED I.D. CARD
 2. VALID PASSPORT
 3. DRIVER'S LICENSE PHOTO OR COPY OF FRONT AND BACK OF DRIVER'S LICENSE AND MUST BE LEGIBLE IF THE ORIGINAL I.D. CARD IS UNAVAILABLE
 4. MILITARY I.D. CARD OR COPY OF FRONT AND BACK OF MILITARY I.D. AND MUST BE LEGIBLE IF THE ORIGINAL I.D. IS UNAVAILABLE.*
 5. COPY OF INMATE I. D. CARD (MUST HAVE DATE OF BIRTH AND I.D. NUMBER)
 - c. Under no circumstances will we accept an altered document as proof of identity.

If more information is needed, please contact the office where you will purchase the license.

Downtown	(713) 755-6436	Clear Lake	(281) 486-7250
Baytown	(281) 422-0253	Humble	(281) 540-1173
Chimney Rock	(713) 660-7902	North Shepherd	(713) 697-5193
Clay Road	(281) 859-0685	Pasadena	(713) 274-6230
Cypresswood	(281) 379-1057	South Belt	(281) 464-0115