



OFFICE OF DIANE TRAUTMAN

COUNTY CLERK, HARRIS COUNTY, TEXAS

INSTRUCTIONS FOR COMPLETING AN AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE

The 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 be unable 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 be unable 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. The other party must then appear in any of the County Clerk's offices at least 72 hours but not more than 90 days prior to the ceremony. They must present:
The completed Affidavit of Absent Applicant and 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:

- IDENTIFICATION CARD ISSUED BY THIS STATE, ANOTHER STATE, OR CANADIAN PROVINCE THAT IS CURRENT OR HAS NOT EXPIRED MORE THAN TWO YEARS
- UNITED STATES PASSPORT: CURRENT PASSPORT ISSUED BY A FOREIGN COUNTRY OR A CONSULAR DOCUMENT ISSUED BY A STATE OR NATIONAL GOVERNMENT
- DRIVER'S LICENSE ISSUED BY THIS STATE, ANOTHER STATE, OR CANADIAN PROVINCE THAT IS CURRENT OR HAS NOT EXPIRED MORE THAN TWO YEARS OR A LEGIBLE COPY OF THE ORIGINAL DRIVER'S LICENSE IF THE ORIGINAL IS UNAVAILABLE
- UNEXPIRED MILITARY IDENTIFICATION CARD FOR ACTIVE DUTY, RESERVE, OR RETIRED PERSONNEL WITH AN IDENTIFICATION PHOTOGRAPH OR A LEGIBLE COPY OF THE FRONT AND BACK OF THE MILITARY I.D. IF THE ORIGINAL IS UNAVAILABLE
- OFFENDER IDENTIFICATION CARD ISSUED BY THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE OR A LEGIBLE COPY OF THE OFFENDER I.D. IF ORIGINAL IS NOT AVAILABLE

Under no circumstances will we accept an altered document as proof of identity.

5. **FOR MILITARY APPLICANTS ONLY:**
If the absent applicant is a member of the armed forces of the United States stationed in another country in support of combat or another military operation and is unable to attend the 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 the line provided.

If more information is needed, please contact one of our offices shown below.

Downtown	(713) 755-6436	Cypresswood	(281) 379-1057
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
Clear Lake	(281) 486-7250	South Belt	(281) 464-0115