



# OFFICE OF TENESHIA HUDSPETH

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) 274-8686 | Cypresswood    | (832) 927-7290 |
| Baytown      | (713) 274-2248 | Humble         | (281) 540-1173 |
| Chimney Rock | (713) 660-7902 | North Shepherd | (713) 697-5193 |
| Clay Road    | (832) 927-7230 | Pasadena       | (713) 274-6230 |
| Clear Lake   | (281) 486-7250 | South Belt     | (713) 274-6918 |
|              | Wallisville    | (713) 274-6925 |                |



OFFICE OF TENESHIA HUDSPETH
COUNTY CLERK, HARRIS COUNTY, TEXAS

AFFIDAVIT OF ABSENT APPLICANT ON APPLICATION FOR MARRIAGE LICENSE

NAME: \_\_\_\_\_
First Middle Last Maiden Surname (If Applicable)

ADDRESS: \_\_\_\_\_
Street Name & Number City State Zip Code

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_
Month/Day/Year City County State

Citizenship: \_\_\_\_\_ Social Security Number \_\_\_\_\_

I have not been divorced by a Decree of a Court of this State within the last 30 days: [ ] True [ ] False

I am 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 presently married [ ] True [ ] False

The other applicant is not related to me as: an ancestor or descendent, 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; a son or daughter of a parent's brother or sister, of the whole or half blood or by adoption.

[ ] True [ ] False

I agree to donate \$5.00 to the Texas Home Visiting Program Trust Fund [ ] True [ ] False

I do desire to marry: [ ] True [ ] False

The party I desire to marry is \_\_\_\_\_

Age: \_\_\_\_\_ Address: \_\_\_\_\_
Street Name & Number City State

Approximate date of marriage: \_\_\_\_\_
Month/Day/Year

Reason applicant is unable to appear personally before the County Clerk for the issuance of the license:

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, the person appointed to act as proxy will be:

\_\_\_\_\_

Signature of Absent Applicant

The State of Texas §
County of Harris §

BEFORE ME, THE UNDERSIGNED AUTHORITY, On this day personally appeared \_\_\_\_\_

known to me to be the person whose name is subscribed to the foregoing instrument of writing and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, On \_\_\_\_\_

(Seal) \_\_\_\_\_
Notary Public in and for the State of Texas