

Congratulations ON YOUR **WEDDING**

The following officiants perform marriages:

Branch 1 Circuit Court Judge
Katie Sloma
Shawano County Courthouse
311 N. Main St., Room 204
Shawano, WI 54166
715-526-9352

Shawano/Bonduel Municipal Judge
John Moadlo III
127 S. Sawyer St.
Shawano, WI 54166
715-524-6173 or 715-851-6461

Terrence Wissell
PO Box 541
Shawano, WI 54166
715-584-5244

Certified copies of Wisconsin birth and death certificates can be obtained from the Register of Deeds Shawano County Courthouse Room 202 715-526-2129

Or online at www.wrdaonline.org

Copies of "Findings of Fact and Conclusions of Law" Divorce Judgment can be obtained from the Clerk of Courts from the county in which the divorce took place. Clerk of Circuit Court Shawano County Courthouse Room 206 715-526-9347



MARRIAGE LICENSE INFORMATION

Only for marriages performed in Wisconsin per WI STAT., Ch. 765.

**Kara Skarlupka
Shawano County Clerk**

311 N. Main Street
Room 104
Shawano, WI 54166
(715) 526-9150

Marriage Licenses are issued by appointment only.

Monday - Thursday
8:00 a.m. - 3:30 p.m.

Friday
8:00 a.m. - 10:30 a.m.

Helpful Hints

- Applicants may apply for their marriage license in any Wisconsin county.
- Both parties must appear together to apply for the marriage license.
- Application appointments can be made no more than 60 days before and no less than 3 days before the ceremony (see “Waiting Period”)
- Wedding information (officiant’s name, address, and phone number; wedding date and location) **must be finalized** before applying for a license. To schedule a courthouse wedding, please call 715-526-9352.
- The completed marriage license must be filed with the Register of Deeds of any Wisconsin county within 3 days of the wedding.
- Two adults witnesses are required; 1 adult witness is required for active duty military.

Marriage Application Information

- **Proof of identity:** photo ID, non-expired drivers license or state ID, etc.
- **Proof of residency:** ID or document with current address (utility bill, bank statement, rent receipt, etc.).
- **Certified birth certificate:** each party must present a **state issued** birth record (hospital records are **NOT** acceptable).

Birth Certificates are available from the Register of Deeds or the State Vital Records Office. **Non-English birth certificates will require a notarized translation to English.**

- **Social Security Number:** Parties must provide a Social Security number if they have one.
- **Fee:** The marriage license fee is \$100, payable by cash, check or credit/debit card. Card users will be charged a user fee.
- **Parental Consent:** Required for all applicants 16 to 17 years of age. Consent forms are available at the County Clerk’s office and must be executed by the proper parties before a Notary Public, County Clerk, or Deputy County Clerk.
- **Previously Married Applicants:** Applicant(s) whose last marriage ended in divorce must provide the Final Divorce Judgment/Findings of Fact and Conclusions of Law or a Certified Divorce Certificate with a judge’s signature. These documents can be obtained from the Clerk of Circuit Court in the county in which the divorce took place. If the last marriage ended in death, a Certified Death Certificate is required.

- **Officiant:** Applicants must make their own marriage arrangements. Name, mailing address, and telephone number of person performing the ceremony is required.

ALL ARRANGEMENTS MUST BE COMPLETE

Wedding Date: _____

Location: County of _____

City/Town/Village: _____

Officiant Information

Name: _____

Address: _____

Phone: _____

- **Waiting Period:** Applications must be filed at least 3 days prior to the wedding date - the license becomes effective 4 days from application and is valid for 60 days.
- **Reissuance Fee:** There will be a \$25.00 charge to reissue a marriage license due to loss or damage.
- **Language:** If one or both applicants do not speak English, a third, un-related party will need to interpret. Couples cannot translate for each other. Non-English documents will require notarized translation by a third, un-related party.