

INSTRUCTIONS FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT

PLEASE READ CAREFULLY

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 Office. Please read the following instructions carefully before completing the Affidavit. The absent party must return the completed affidavit to the party he/she wishes to marry. **Both parties desiring to marry must be in full compliance with the information that follows or the application will be denied.** At least one party desiring to marry must appear before the County Clerk.

- 1.) The County Clerk may not issue a marriage license for which both applicants are absent unless the person applying on behalf of each absent applicant/s declaring that the applicant/s is/are:
 - a. On active duty as a member of the armed forces of the United States, or the state military forces
- 2.) The party who will not be able to appear in the County Clerk Office must complete the and sign the attached form in the presence of a Notary Public or office in the U.S. Military who has the authority to take the acknowledgements. A title and/or name must be printed or typed below this signature. All blanks on the form must be completed.
- 3.) The name of both parties must be printed or typed exactly as they appear on the identification that will be used to obtain the Marriage License. Acceptable forms of identification are: Valid driver's License, Valid Passport, State issued ID, Military ID, Certified Copy/ Original birth Certificate. Copies are acceptable for absentees. The authorized person taking the acknowledgment must see to it that **ALL** the information requested on the form for line #1 through #16, are filled out and completed except for the signature of the absent applicant.
- 4.) If absent applicant or both applicants will not be able to attend the ceremony, the appointment of any adult, **except the other applicant**, to act as Proxy for the purpose of participating in the ceremony must be noted in line #16 on the form and the Proxy must appear in person with the other party and present his/her identification. Proxy may be used for the marriage ceremony only if one or both applicants is/are in the U.S. Military and based overseas in support of combat or other military operation. No other applicants may use the PROXY at a marriage ceremony(Sec.2007 of the Texas Family Code)
- 5.) Applicant must then appear in the County Clerk Office in the State of Texas at least 72 hours, but not more than 90 days prior to the ceremony. The Applicant must present an acceptable form of identification for **both parties** that state the correct name and date of birth of each applicant as required in #1 and #3, on the affidavit.

UNDER NO CIRCUMSTANCE WILL THE COUNTY CLERK ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY.

APPLICANTS MUST SUBMIT TO THE COUNTY CLERK THE ORIGINAL OR CERTIFIED COPY OF THE DOCUMENT.

- 6.) The 72- hour waiting period does not apply to an applicant who is on military active duty, said military applicant must present his/her military ID.
- 7.) If either party has been divorced within the last 30 days, please contact the County Clerk Office for more information.
- 8.) If either party is under 18 years of age, please contact the county Clerk Office for more information
- 9.) If marriage must take place before the 72-hour waiting period, please contact the County Clerk Office for more information.

AFFIDAVITS EXPIRE 30 DAYS FROM THE DATE OF NOTARY ACKNOWLEDGMENT

Office Hours: 8:00 A.M. to 5:00 P.M. Monday through Friday except holidays, Phone409-766-2200

PLEASE ALLOW AT LEAST 30 MINUTES TO ISSUE MARRIAGE LICENSE



THE STATE OF _____ COUNTY OF _____

AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE

The form and content of this affidavit is prescribed by section 2.007 of the Texas Family Code.

Name of Absent Applicant (First, Middle, Last, Suffix)		Maiden Surname (If applicable)
Address (Street, city, state, zip)		
Date of Birth	Place of Birth (including city, county and state)	
Social Security Number	Citizenship	

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

I am not presently married. TRUE FALSE

I am currently married to the other applicant. 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

I am not related to the other applicant 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;

I desire to marry:

Name of Other Applicant (First, Middle, Last, Suffix)		
Maiden Surname (If applicable)	Age	Approximate date on which the marriage is to occur
Address (Street, city, state, zip)		

The Reason I am unable to appear personally before the county clerk for the issuance of the license:

THE FOLLOWING SECTION CAN ONLY BE COMPLETED BY MEMBERS OF THE ARMED FORCES OF THE UNITED STATES STATIONED IN ANOTHER COUNTRY IN SUPPORT OF COMBAT OR ANOTHER MILITARY OPERATION WHO ARE UNABLE TO ATTEND THE CEREMONY:

Name of adult person, other than the other applicant, to act as proxy for the purpose of participating in the ceremony:

I SOLEMNLY SWEAR (OR AFFIRM) THAT THE INFORMATION I HAVE GIVEN IN THIS DECLARATION IS TRUE AND CORRECT. I AM AWARE THAT MAKING A FALSE STATEMENT ON THIS DOCUMENT IS PUNISHABLE TO UP TO 2 TO 10 YEARS IN PRISON AND UP TO A \$10,000 FINE [HSC §195.003]

Your Signature: _____

Date: _____

Signature of Notary		(Seal)
Printed Name and Title:		
Subscribed and sworn before me on:	Expiration date of Commission:	