

## INSTRUCTIONS FOR COMPLETEING ABSENT APPLICANT AFFIDAVIT

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. **The absent party may appoint someone to stand in their place at ceremony as the Proxy ONLY IF ABSENT APPLICANT IS ACTIVE DUTY MILITARY AND STATIONED OVERSEAS.** Please read the following instructions carefully before completing the Affidavit. Print or type all information that is requested on the attached Affidavit and Statement. **BOTH PARTIES DESIRING TO MARRY MUST BE IN FULL COMPLIANCE WITH THE INFORMATION THAT FOLLOWS, OR THE APPLICATION WILL BE DENIED**

1. The party who will not be able to appear in the County Clerk's Office must complete this form and sign in the presence of a Notary Public.
2. The names of both parties must be printed exactly as they appear on the identification that will be used to obtain the Marriage License.
3. If absent applicant is **ACTIVE DUTY MILITARY AND STATIONED OVERSEAS** and will be unable 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.
4. Marriage License must be purchased at any County Clerk's Office in the State of Texas at least 72hrs before the ceremony, but no more than 90 days before. (ACTIVE DUTY MILITARY PERSONNEL ARE EXEMPT FROM 72 HR WAITING PERIOD)
5. Applicant and Proxy must appear in the Clerk's Office. IDENTIFICATION must be provided for all parties. Applicant and Proxy may provide a valid Driver's License, Military ID, Passport or any other Identification issued by the U.S. Government or any other government. Identification for the **absent applicant** must consist of the **ORIGINAL** of one of the documents already mentioned or a copy of one of those documents **along with a CERTIFIED COPY OF THEIR BIRTH CERTIFICATE.** A "notarized" birth certificate will not be accepted neither will the Mexican Matricula.
6. Active Duty Military Personnel are exempt from the 72 hour waiting period, but must still comply with all other aspects of application.
7. The fee is \$82.00 cash, credit or debit. If paid with credit there will be a \$3.28 service fee. Couples who participate in premarital counseling through a certified Texas Health and Human Services Commission provider called Twogether in Texas must present their certificate of course completion at the time they apply for the marriage license; the certificate must be used within 1 year of issuance. The cost of the marriage license to applicants who have attended the above mentioned premarital counseling is \$12.00 and the 72 hour waiting period is waived.
8. If either party has been divorced within the last 30 days, please contact the Clerk's Office for more information
9. If either party is under 18 years of age, please contact the Clerk's Office for more information.

**AFFIDAVITS EXPIRE 30 DAYS FROM THE DATE OF NOTARY ACKNOWLEDGMENT**  
**ORIGINAL AFFIDAVIT MUST BE PRESENTED TO THE COUNTY CLERK**  
**PLEASE ALLOW APPROXIMATLY 20 MINUTES FOR ISSUANCE OF THE MARRIAGE LICENSE.**

**TOM GREEN COUNTY CLERK'S OFFICE**  
**124 W. BEAUREGARD**  
**SAN ANGELO, TX 76903**  
**325-659-6556**

**HOURS OF OPERATION**  
**Monday -Friday**  
**7:30 am-4:30pm**  
**4:15**