

## VITAL RECORDS

### How to obtain Birth/Death Certificates:

If the Birth/Death occurred in Wisconsin a certified document may be obtained at the following location:

Buffalo County Register of Deeds  
Carol Burmeister  
407 S. 2<sup>nd</sup> St.  
Alma, WI 54610  
Telephone: 608-685-6230

If the birth/death occurred in another State go to:

[www.cdc.gov/nchs](http://www.cdc.gov/nchs)

### How to obtain Divorce judgments:

Copies of final Divorce judgments are available from the county where the event occurred. To obtain divorce judgment from **Buffalo County** please contact:

Roselle Schlosser  
Clerk of Courts  
407 S. 2<sup>nd</sup> St.  
Alma, WI 54610  
Telephone: 608-685-6212

If the divorce occurred elsewhere in the State of Wisconsin contact the Clerk of Courts in that county or go to:

[www.dhfs.wisconsin.gov/vitalrecords](http://www.dhfs.wisconsin.gov/vitalrecords)

If the divorce occurred in another State go to:

[www.cdc.gov/nchs](http://www.cdc.gov/nchs)

## APPLICATION CHECKLIST

- \_\_\_\_\_ Certified copy of birth certificate (NOT a Hospital Certificate or State Notification of Birth Registration) **Must be 18 years of age or 16 with legal guardian written consent.** Legal guardians must be present at the time of the application and must provide proof of custody.
- \_\_\_\_\_ Current Valid Photo ID
- \_\_\_\_\_ Proof of residency in Buffalo County (If photo ID does not contain the current address, the applicant can bring in a dated utility bill or other official correspondence addressed to the applicant with the current street address. Mail addressed to a post office box does not fulfill this requirement)
- \_\_\_\_\_ Social Security numbers (You do not need to bring your card)
- \_\_\_\_\_ Proof of how marriage ended – (Death Certificate, Legal Annulment, or Divorce Judgment)
- \_\_\_\_\_ \$75.00 application fee – cash or local check only. No credit/debit cards.
- \_\_\_\_\_ Foreign language - Documents in another language must have a certified translation. Persons who do not speak and/or understand English must bring an independent interpreter not related to either party when they apply.
- \_\_\_\_\_ Name, address and phone number of Wedding Officiant.
- \_\_\_\_\_ Both parties must apply together in person. If legal guardian consent is needed, they will need to accompany you to your appointment.
- \_\_\_\_\_ Make an appointment to apply for marriage license.

## Marriage License Information



This Pamphlet is provided by

**Roxann Halverson**  
**Buffalo County Clerk**

407 S. 2<sup>nd</sup> ST.  
Alma, Wisconsin 54610

608-685-6209

[www.buffalocounty.com](http://www.buffalocounty.com)

Office Hours – Monday through Friday  
8:00 A.M. to 4:30 P.M.\*

\*Applications are accepted by  
appointment only until 3:00 P.M.

## INFORMATION GUIDE

**Age:** Any person who has attained the age of 18 years may marry if otherwise competent. If a person is between the age of 16 and 18 years, a license may be issued with written consent of the person's parents, legal guardian or custodian (Please call the County Clerk for details). It is illegal for anyone under the age of 16 to marry in Wisconsin. Legal Guardian must show proof of custody and be present at time of application.

**Relationship:** Persons closer in relationship than second cousins may not marry. Two exceptions are that (1) first cousins may marry if the female has attained the age of 55 years or (2) either party at the time of application for marriage license submits an affidavit signed by a physician stating that either party is permanently sterile.

**Divorced Persons:** Persons whose last marriage ended by divorce may not remarry until 6 months after the granting of the judgment of divorce, regardless of the residence of the divorcing parties now or at the time of the divorce. Applicants who have divorced outside of the state (including foreign countries) cannot marry in Wisconsin until 6 months have elapsed from the final divorce decree date. No waiting period is required for court annulments.

**Residency:** Application must be made in the county in which one or both parties have resided for at least 30 days. If the couple are not Wisconsin residents they must apply in the county in which the marriage is to take place. If the couple are Wisconsin residents but have not resided at their current residence for 30 days they would apply in the county which the marriage would take place.

**Proxy & Common Law:** Marriage by proxy is not permissible in Wisconsin. Common Law marriages are not recognized in this state.

Questions about your status concerning a common law marriage in another state or country must be resolved by your legal counsel. We are not permitted to give legal advice.

**Application:** Both parties must apply together in person. The Marriage License/Certificate will be issued on the 6<sup>th</sup> day after the date of application.

**Fee:** The application fee of \$75.00 is payable at the time of application by cash.

If the couple should be unable to apply within the required time due to extenuating circumstances, the County Clerk, at their discretion, may waive the waiting period. A form requesting that the waiting period be waived must be completed and an additional fee of \$25.00 will be charged.

**Proof of Age:** Both parties are required to present a certified copy of their birth certificate which has a raised seal on it from the State or County where you were born. (*Hospital Birth Certificates and State Notification of Birth Registrations are not acceptable*).

**Photo ID and Proof of Residency:** Both parties must present photo identification (*Current, valid driver's license, alien card, school ID, etc.*) and documentation showing a correct address for proof of residency (*drivers license, rent receipt, checking account, utility bill, etc.*)

**Social Security Numbers:** Both parties must provide their social security number. It is not necessary for you to bring the actual card with you.

**Proof of how Last Marriage Ended:** If either applicant was previously married, they must provide a certified copy of the divorce decree or death certificate.

**Foreign Language:** Documents in another language must have a certified translation. Persons who do not speak and/or understand English must bring an independent interpreter not related to either party when applying.

The regulations contained in this pamphlet are governed by the laws of the State of Wisconsin. The regulations are the same statewide. The cost of a Marriage License/Certificate and Waiver Fee may vary from County to County.

### Marriage License/Certificate

The Marriage License/Certificate is issued 5 days after the application (on the 6<sup>th</sup> day). One of the applicants or their designee can pick up the License/Certificate any time on or after the date of issue or the license can be mailed to the applicants. The Marriage License/Certificate is valid for 30 days from the date of issuance. We are not responsible for a lost or misplaced license/certificate. A \$5.00 reprint fee will apply.

### Ceremony and Officiant Filing

The couple will take the marriage license/certificate to the wedding ceremony where the officiant and witnesses sign the document. The officiant completes the portion of the license assigned to him or her. The officiant files the original marriage certificate with the Register of Deeds in the county where the marriage was performed within 3 days after the date of the marriage.

### Certified Copies of Marriage License/Certificate

Certified copies of the Marriage License/Certificate can be obtained from a Register of Deeds in any County in the State of Wisconsin. The cost for a certified copy is \$20 for the first copy and \$3 for each additional copy obtained at the same time.