

INSTRUCTIONS FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT

The attached Affidavit of Absent Applicant is to be used to apply for a Marriage License when either 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 not be able to appear in the County Clerk's office must be complete and sign this form in the presence of a notary public. All blanks on the form must be filled in.
2. 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.
3. If the absent applicant will not attend the wedding ceremony he/she must list a name for the proxy. This person will not need to be present to apply for the license, but they must appear at the ceremony. If no proxy is needed, show "N/A" on that line.
4. The other party must then appear in any of the County Clerk's offices at least 72 hours but not more than 30 days prior to the ceremony. They must present:
 - a) The completed and notarized Affidavit of Absent Applicant.
 - b) An acceptable form of identification for both parties that stated the correct name and date of birth of each applicant
 - 1) STATE ISSUED I.D. CARD (NO PHOTOCOPIES)
 - 2) VALID PASSPORT / BORDER CROSSING CARD
 - 3) U.S. ISSUED DRIVER'S LICENSE OR COPY OF FRONT AND BACK OF DRIVERS LICENSE AND MUST BE LEGIBLE IF THE ORIGINAL LICENSE IS UNAVAILABLE
 - 4) U.S. MILITARY I.D. CARD OR COPY OF FRONT AND BACK OF MILITARY I.D. AND MUST BE LEGIBLE IF THE ORIGINAL I.D. IS UNAVAILABLE. *

* When a copy of the Driver's License or Military I.D. is used for identification, the copy will be filed along with the application and be made a matter of record.

IF BRINGING DOCUMENTATION FROM ANOTHER COUNTRY THE FOLLOWING ARE REQUIRED:

- 1) ORIGINAL BIRTH CERTIFICATE OF APPLICANT
 - 2) ORIGINAL PICTURE I.D. (VOTER'S CARD, FOREIGN DRIVER'S LICENSE, EMPLOYEE I.D., ETC) THAT MUST HAVE NAME AND PICTURE OF APPLICANT
- c) Under no circumstances will an altered document as proof of identity be accepted.
 - d) \$42.00 Cash, Cashier's Check, Money Order or Personal Check

If more information is needed, please contact our office at (956) 523-4266, (956) 523-4247 or (956) 523-4248 or come by our office at 1110 Victoria Street, Suite 201, Laredo, Texas 78040