

Instructions for completing an Absent Applicant Affidavit

ALL Affidavit's must be Notarized

FC §2.006 and §2.007

The attached 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. Please read the following instructions **carefully** before completing the application.

Please print all requested information in blue or black ink. The absent applicant must return the completed affidavit directly to the person they wish to marry. 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 before the Clerk must complete and sign the Absent Applicant Affidavit form. **EACH APPROPRIATE SPACE MUST BE COMPLETED AND THE FORM MUST BE NOTARIZED.**
2. The names of both parties must be printed exactly as they appear on the identification used to obtain the marriage license.
3. If the absent applicant is unable to attend the wedding ceremony, he/she must name a proxy. The proxy can be male or female and must be 18 years or older.
4. The other party must appear in the County Clerk's office **at least 72 hours, but not more than 30 days** of the signing of the affidavit. They must present:
 - A. The completed and notarized Affidavit of Absent Applicant.
 - B. An acceptable form of identification for all parties that states the correct name and date of birth, this may include any of the following:
 1. Valid driver's license,
 2. Valid passport,
 3. State issued ID card ,
 4. Military ID card, or
 5. Certified copy of birth certificate and valid photo ID

NOTE: The ID for the absent applicant must be a legible photocopy. The ID for the parties appearing before the Clerk must be original.

- C. An altered document will not be accepted as proof of identity.
- D. The fee for the marriage license is \$81.00 cash only.

An Absent applicant affidavit expires 30 days from the day of signing. If there are any changes the process starts over.

If more information is needed, contact the office listed below:

**Dallas County Clerk
Renaissance Tower
1201 Elm St., Ste. 2100
Dallas, Texas 75270
214-653-7099**



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 desire to marry:

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;

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:

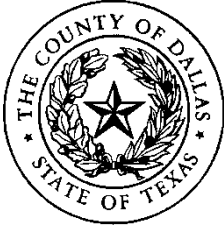
Name of adult person, other than the other applicant, to act as proxy for the purpose of participating in the ceremony:

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:	



Dallas County Texas
John F. Warren
Dallas County Clerk

List of acceptable identification used to obtain a marriage license.

- State Driver License or State Identification. (Not more than 2 years past expiration).
- A US Passport. CAN NOT BE EXPIRED
- A Foreign Passport. CAN NOT BE EXPIRED (with or without visa)
- Unexpired military Identification (active duty waives the 72 hour hold)
- Retired military identification if DOD number is present.
- A certified copy of their birth certificate, in addition to a government issued picture ID. (Please remember birth certificates cannot be past 10 years and cannot be mutilated in any way. This goes for all use of Birth Certificates.)
- A concealed handgun license.
- A temporary driving license/ state identification directly from DMV. In addition to Social Security Card, Birth certificate, or old driver license/ state identification.
- **An offender Identification issued by "Texas Department of Criminal Justice (TDCJ) Only."**
- Visa card or visa in passport book
- Permanent Resident Card
- Employment Authorization Card
- Matricula

Identification must be presented in its original form. We cannot accept an ID that is ripped, torn, mutilated, laminated or altered.