

WASHINGTON COUNTY COVID-19 MARRIAGE LICENSE PROCEDURE (Executive Order 2020-05-13-02)

To adhere to the Governor's Executive Order, dated 05-13-20, our office will be accepting applications for Marriage Licenses by mail, drop-box or email. Please be advised that this is not an immediate process and you are encouraged to make your application **at least three weeks in advance** of your need.

There are very specific **instructions** that need to be followed in better assist our office in processing your **application** and you receiving your license.

LOCAL REQUIREMENTS

BY APPOINTMENT:

Call 301-733-8660: option #1

SUBMISSION BY MAIL OR DROP-BOX:

Remit your completed application and required \$60.00 payment, by either certified check or money order, by mail to:

24 Summit Ave Hagerstown, MD 21740

or place in our Drop-Box:

24 Summit Ave Hagerstown, MD: Monday to Friday between 8:00 am – 4:30 pm

SUBMISSION BY EMAIL:

Remit your completed application to: washcocc_clerk@mdcourts.gov

DO NOT INCLUDE YOUR SOCIAL SECURITY NUMBER ON THE FORM

Mail the required \$60.00 payment, by either certified check or money order to:

24 Summit Ave Hagerstown, MD 21740

NOTE: your application will not be processed until your payment has been received

DO NOT SEND OR PLACE CASH IN THE DROP-BOX

After your application is processed, we will contact you by telephone to establish a time for you to take the required oath by video, and if submitted by email, collect your social security numbers.

After you are sworn, your marriage license will be mailed to you, along with instructions concerning how to remit your marriage return for recording.

If you are unable to take your oath remotely, you will be required to verify, by telephone, the information that was provided in the application. Please be aware that you are signing the Marriage License Application under the penalty of perjury, so all information must be accurate and complete.