

INSTRUCTIONS – Modified Marriage Application Process During COVID-19

A Maryland marriage license can be used—and a marriage ceremony can take place—*only* in the county where the marriage license is issued. The license must be obtained and presented to the official who will be performing the marriage ceremony before the ceremony may take place. It is the responsibility of the parties to know the Maryland county in which the ceremony site is located, and to obtain the marriage license from the Clerk of Circuit Court for that county or, if in Baltimore City, the Clerk of Circuit Court for Baltimore City. Please note that Baltimore City and Baltimore County are two separate and distinct political subdivisions, and a license issued by the Clerk of Circuit Court for one political subdivision cannot be used in the other.

COMPLETE FORM (TYPING IS PREFERRED OR PRINT LEGIBLY)

1. Determine which Maryland county/Baltimore City the marriage ceremony will take place. The license must be obtained from the Clerk of Circuit Court for that county/Baltimore City.
2. Contact the office of the Clerk of Circuit Court for the county/Baltimore City where the ceremony will take place to determine the marriage license fee (fees vary from county to county) and the mailing address for that Clerk's office. Contact information for Clerks of Circuit Courts can be found at www.mdcourts.gov/circuit.
3. Complete the application.
 - a. If the application will be submitted by email, **DO NOT** provide Social Security numbers, because email is not secure. You will be asked to provide the SSNs by phone or videoconference (where available).
 - b. Current marital status. This section must include information about every previous marriage, including the date and the state or foreign country in which the marriage ended and whether each marriage ended in death or divorce. Attach an additional sheet if there is not enough room on the form for this information.
4. Sign and date the application and provide a daytime phone number. **Please note: You are signing under penalty of perjury and swearing or affirming that the information you have provided is true and accurate. Electronic signatures are not permitted.**
5. If a party to be married is under the age of 18, and a parent or guardian is providing consent, the "Consent of Parent or Guardian" form must be completed and signed by the parent or guardian, and witnessed by a Notary Public.*
6. You may submit your completed and signed application, along with any Consent of Parent or Guardian forms if applicable, to the Clerk by email, courthouse drop box, or first class mail. If you are submitting your application by drop box or mail, you may include a bank certified check or money order for payment of the license fee, payable to Clerk of Circuit Court. In some jurisdictions you may also pay by credit card. Please contact the Clerk's office for details on fees and payment.

ADMINISTRATION OF OATH

1. After you submit your typed application, the Clerk or staff will contact you by telephone concerning your application and to schedule a videoconference (where available) during which staff will confirm your identity, place you under oath, and ask you to confirm that the information submitted in your application is true and correct. Staff will also request Social Security numbers if your application was submitted by email. Please advise staff if you cannot participate in a videoconference on your smartphone or computer. If videoconference is not available, these steps will be taken via telephone.
2. It is recommended that the applicant(s) complete and mail the application at least three weeks before the wedding date to allow time for delivery by the US Post Office, and for resolution of any problems the Clerk may have with the application. Be sure to include a daytime phone number for at least one of the parties, so the Clerk can contact the parties if there are any problems with the application, or if additional information is required.
3. Once the application is processed, the Clerk will mail the marriage license to the applicant as indicated on the attached application. During the emergency applicants are discouraged from picking up the license at the Clerk's office, except under special circumstances.
4. In Maryland, marriage licenses do not take effect until 6:00 a.m. on the second day after the license is issued, and licenses ordinarily remain valid for 6 months. For any marriage license issued during the emergency, the license is valid during the period of emergency and for up to 6 months after the declaration of emergency has been rescinded.

FREDERICK COUNTY MARRIAGE LICENSES

If you are having a marriage ceremony in Frederick County, please complete the following application. **The fee for a marriage license in Frederick County is \$75.00.** We are currently accepting marriage license applications by first class mail, courthouse drop box, or by email to ccfcmarrigelicense@mdcourts.gov. Acceptable forms of payment for applications submitted by mail or drop box are bank certified checks or money orders. **Personal check will not be accepted.** Applications submitted by email *must* be paid by credit card. Upon receipt, and review, of emailed applications, you will be contacted by a member of our staff to process your credit card transaction. We currently accept VISA, MasterCard, and Discover. **Only submit your application by email if you plan to pay with a credit card.** If you have any questions regarding the current marriage license process for Frederick County, please call 301-600-1965.

* NOTE: Additional documentation (e.g.: birth certificate; guardianship order) may be required to show proof that the consenting person is in fact a parent or guardian of the minor party. Contact the Clerk's office in advance to find out what additional documentation, if any, will be required.

Maryland Circuit Court Clerk's Office Use Only

Marriage License Number _____ Local Number _____

STATE OF MARYLAND
MARRIAGE LICENSE APPLICATION
(For Use During COVID-19 Emergency Only)

Maryland county in which marriage ceremony is to take place: _____ Date of ceremony, if known: _____
_____ County or _____ Baltimore City Society Of Friends: _____

I/We apply for a marriage license under Maryland law, and state under oath:

Party 1:

First Name _____ Middle Name _____ Last Name _____ Sr./Jr./etc. _____

Age _____ State/Country of Birth _____ Social Security No. _____

If you do not have a SSN select NONE

Residential Address: _____, _____, _____
Street Number and Street Name City State and Zip Code

Current Marital Status:

- Single
Widowed - Date(s) and State/Country of Spouse's Death(s):
Divorced - Date(s) and State/Country of Divorce Decree(s):

Method of Consent:

- Party 1 is 18 years of age or older
Party 1 is under 18 years of age and _____ consents to this marriage. This consenting person is my (check one) Parent or Legal Guardian.

Party 2:

First Name _____ Middle Name _____ Last Name _____ Sr./Jr./etc. _____

Age _____ State/Country of Birth _____ Social Security No. _____

If you do not have a SSN select NONE

Residential Address: _____, _____, _____
Street Number and Street Name City State and Zip Code

Current Marital Status:

- Single
Widowed - Date(s) and State/Country of Spouse's Death(s):
Divorced - Date(s) and State/Country of Divorce Decree(s):

Method of Consent:

- Party 2 is 18 years of age or older
Party 2 is under 18 years of age and _____ consents to this marriage. This consenting person is my (check one) Parent or Legal Guardian.

Is Party 2 related to Party 1 by either blood or marriage? Yes No. If yes, what is the relationship? _____
(e.g., second cousins, aunt/nephew)

I/WE SWEAR OR AFFIRM, UNDER THE PENALTIES OF PERJURY, AND UPON PERSONAL KNOWLEDGE, THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE.

(This may be signed by one or both parties.)

Signature of Party 1 Signature of Party 2

Phone: Phone:

Mail to: Party 1 Party 2 Alternate Address: _____

Maryland Clerk's Office Use Only

SWORN AND SUBSCRIBED (check one) in person by videoconference/ telephone by affidavit

Date/Time: Printed Name: Signature:

**MARRIAGE OF MINORS IN MARYLAND
INSTRUCTIONS FOR THE PARENT/GUARDIAN**

Under Maryland Law (Annotated Code of Maryland, Family Law Article, §2-301), in addition to the marriage license application, individuals under 18 years of age must provide additional documentation to be married, as follows:

An individual 16 or 17 years of age: Must have **EITHER** written consent of a parent or guardian, in which the parent/guardian swears that the individual is at least 16 years of age; **OR** a certificate signed by a licensed physician or a certified nurse practitioner, on the physician's/nurse practitioner's letterhead, stating the following:

I hereby certify that I have examined (name of the woman to be married) and have found that she is pregnant or has given birth to a child.

An individual 15 years of age must have **BOTH:**

Written consent of a parent or guardian, in which the parent guardian swears that the individual is at least 15 years of age, **AND** A certificate signed by a licensed physician or certified nurse practitioner, on the physician's/nurse practitioner's letterhead, stating the following:

I hereby certify that I have examined (name of the woman to be married) and have found that she is pregnant or has given birth to a child.

An individual under 15 years of age may not marry in Maryland.

To use the "Consent of Parent or Guardian to Issue a Marriage License" below, follow these steps:

1. Take the form below to any Notary Public in any State or County;
2. Complete the Consent portion of the form in the presence of the Notary Public;
3. Notary Public will complete the Acknowledgement portion of the form;
4. Deliver the completed form to your son/daughter/ward, to be returned with their Marriage License Application to the appropriate Maryland Clerk of Circuit Court.

(Note: Although not required, both parents may give consent by completing separate consent forms.)

CONSENT OF PARENT OR GUARDIAN TO ISSUE A MARRIAGE LICENSE

(Please type or print legibly)

In support of the application having been made for issuance of a Maryland Marriage License

to _____ (name of minor), a minor under the age of 18 years,

I, _____ (name of parent/guardian giving consent), hereby certify that I am

the parent guardian of _____ (name of minor), who is aged _____ (age of minor) years, having been born on _____, _____ (birth date of minor), and I further hereby give my consent for the said

_____ (name of minor), my son daughter ward, to be married to

_____ (name of person to whom minor is to be married), and hereby direct the Maryland Clerk of Circuit Court to whom the marriage license application is delivered, to issue the license for such marriage.

Signature of Parent or Guardian (Seal)

Date

ACKNOWLEDGEMENT

State of _____, County of _____

I hereby certify that on the _____ day of _____, 20____, before me, the subscriber, a Notary Public of the State of _____, in and for the County of _____, personally appeared _____, and acknowledged the foregoing certificate to be his/her act and deed.

Witness my hand and seal _____

My Commission expires _____