

## **REQUIREMENTS FOR MARRIAGE LICENSE**

### **WHERE TO APPLY**

The Marriage License Office is located in Room 105, First Floor of the Municipal Building, 400 S. 8<sup>th</sup> St., Lebanon. The office is open 8:30 a.m. to 4:30 p.m., Monday through Friday. **YOU MUST ARRIVE NO LATER THAN 4:15 P.M. TO APPLY FOR THE LICENSE.**

### **REQUIREMENTS FOR APPLICATION**

The couple must appear together to apply for the marriage license. Both applicants must have photo identification must provide their social security number. Applicants refusing to provide their social security number will not be granted a marriage license. If you are not a United States citizen and do not have a social security number, please tell us that when you apply.

### **DIVORCED OR WIDOWED APPLICANTS**

Each person who has been divorced will have to provide a certified copy of the final divorce decree or annulment decree, with a raised court seal. Any person applying for a Marriage License is widowed will have to give the date of death for their deceased spouse. If a maiden name has been resumed, documentation must be provided.

### **TRANSLATOR REQUIREMENTS**

**If either applicant does not speak English a translator must accompany the couple for the application. Translator must be 18 years of age or older. Applicants are not permitted to translate for each other.**

### **AGE REQUIREMENTS**

If either applicant is under 16 or 17 years of age, he or she must have written consent of a parent or guardian\*.

Anyone 15 years of age or younger needs both parental or guardian\* consent and the approval of a Judge of the Orphans' Court (must see an Attorney to petition the Court for consent and to set up a hearing date).

**\*IF BOTH PARENTS ARE DECEASED, A GUARDIAN MAY BE APPOINTED BY THE JUDGE SOLELY FOR THE PURPOSE OF OBTAINING A MARRIAGE LICENSE.**

**WAITING PERIOD**

There is a three day waiting period from the day of application is made until the time the license is issued. Anyone can pick up the license when it is ready.

**The license is valid for 60 days from the date it is issued.**

If application is made on Monday, the license may be picked up Thursday.  
If application is made on Tuesday, the license may be picked up Friday.  
If application is made Wednesday, Thursday or Friday, the license may be picked up on the following Monday.

**WAIVER OF 3 DAY WAITING PERIOD**

It is possible to obtain a waiver of the three (3) day waiting period. This requires the services of an attorney in order to petition the Court for permission to waive the three (3) day waiting period.

**FEES- CASH ONLY, PAYMENT DUE WHEN YOU APPLY (Marriage License)**  
**ALL FEES ARE NON-REFUNDABLE**

<b>Marriage License Fee-----</b>	<b>\$80.00</b>
Consent of a parent	\$ 10.00
Petition to waive three-day waiting period	\$ 25.00
Petition for Court approval (under age of 16)	\$ 25.00

**CERTIFIED COPY OF MARRIAGE LICENSE APPLICATION**

Fee is \$10.00 per certified copy.  
This is necessary to change name on driver’s license and social security card.  
It is the responsibility of the couple to obtain the certified copy after the ceremony has been performed.

**SUMMARY**

Application must be made together. Arrange to pick up the marriage license on time. If possible, make application at least two weeks ahead of the scheduled wedding to provide adequate time should any problems arise.

For additional information or questions, feel free to call 717-228-4414 or 717-228-4415.

Brian Craig  
Register of Wills/ Clerk of Orphans’ Court  
Lebanon County, Pennsylvania