

## 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  
Records Building  
Vitals Division  
500 Elm St. STE 2100  
Dallas TX. 75202  
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:	

## Acceptable Forms of Identification for Marriage License

Sec. 2.005. PROOF OF IDENTITY AND AGE. (a) The county clerk shall require proof of the identity and age of each applicant.

(b) The proof must be established by:

- (1) a driver's license or identification card issued by this state, another state, or a Canadian province that is current or has expired not more than two years preceding the date the identification is submitted to the county clerk in connection with an application for a license; (Note, this does not include a driver's license from any other country or territory)
- (2) a United States passport;
- (3) a current passport issued by a foreign country or a consular document issued by a state or national government; (The "consular" identification is not the same as a "Mexican Matricula Consular" which is not an acceptable form of ID per the Texas Attorney General. Consular ID's from any other country are acceptable.)
- (4) an unexpired Certificate of United States Citizenship, Certificate of Naturalization, United States Citizen Identification Card, Permanent Resident Card, Temporary Resident Card, Employment Authorization Card, or other document issued by the federal Department of Homeland Security or the United States Department of State including an identification photograph;
- (5) an unexpired military identification card for active duty, reserve, or retired personnel with an identification photograph;
- (6) an original or certified copy of a birth certificate issued by a bureau of vital statistics for a state or a foreign government;
- (7) an original or certified copy of a Consular Report of Birth Abroad or Certificate of Birth Abroad issued by the United States Department of State;
- (8) an original or certified copy of a court order relating to the applicant's name change or sex change;
- (9) school records from a secondary school or institution of higher education;
- (10) an insurance policy continuously valid for the two years preceding the date of the application for a license;
- (11) a motor vehicle certificate of title;
- (12) military records, including documentation of release or discharge from active duty or a draft record;
- (13) an unexpired military dependent identification card;
- (14) an original or certified copy of the applicant's marriage license or divorce decree;
- (15) a voter registration certificate;
- (16) a pilot's license issued by the Federal Aviation Administration or another authorized agency of the United States;
- (17) a license to carry a handgun under Subchapter H, Chapter 411, Government Code;
- (18) a temporary driving permit or a temporary identification card issued by the Department of Public Safety; or
- (19) an offender identification card issued by the Texas Department of Criminal Justice.