

INSTRUCTIONS FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT

The attached Affidavit of Absent Applicant is to be used to apply for a Marriage License when either party is unable to appear in the County Clerk's Office. Please read the following instructions carefully before completing the affidavit:

1. The party who will not be able to appear in the County Clerk's office must complete and sign this form in the presence of a U.S. notary public. All blanks on the form must be filled in.
2. The names of both parties must be printed exactly as they appear on the identification that is used to obtain the Marriage License. The notary must sign and seal the affidavit.
3. If the absent applicant will not attend the wedding ceremony he/she must list a name for the proxy. This person will not need to be present to apply for the license, but they must appear at the ceremony. If no proxy is needed, show "N/A" on that line.
4. The other party must appear in the County Clerk's office at least 72 hours but not more than 30 days prior to the ceremony. They must present:
 - a) The completed and notarized Affidavit of Absent Applicant.
 - b) Any of the following acceptable form of identification for both parties that state the correct name and date of birth of each applicant. NO PHOTOCOPIES.
 - STATE ISSUED I.D. CARD
 - VALID PASSPORT / BORDER CROSSING CARD
 - U.S. ISSUED DRIVER'S LICENSE
 - U.S. MILITARY I.D. CARD

IF BRINGING DOCUMENTATION FROM ANOTHER COUNTRY THE FOLLOWING ARE REQUIRED:

- 1) ORIGINAL BIRTH CERTIFICATE OF APPLICANT
- 2) ORIGINAL PICTURE I.D. WITH NAME OF APPLICANT (VOTER'S CARD, FOREIGN DRIVER'S LICENSE, EMPLOYEE I.D., ETC).

Under no circumstances will an altered document be accepted as proof of identity.

- c) \$72.00 Cash, Cashier's Check, Money Order or Personal Check

If more information is needed, please contact our office at (956) 523-4266, (956) 523-4247 or (956) 523-4248 or come by our office at 1110 Victoria Street, Suite 201, Laredo, Texas 78040