

### Instructions for Completing an Absent Applicant Affidavit

The Affidavit of Absent Applicant is used to apply for a Marriage License when one party is unable to appear in the County Clerk's office. It is important that the Affidavit is correct and complete. Please read the following instructions carefully.

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 Notary Public. All blanks on the form must be filled in and all questions must be answered with a check mark next to the correct answer. The names of both parties must be printed exactly as they appear on the identification that will be used to obtain the Marriage License. This person (proxy) need not be present to apply for the license, but they must appear at the ceremony. The Notary must sign and seal the affidavit. The party who is able to appear must come to the County Clerk's office at least 72 hours, but not more than 90 days prior to the wedding. They must present the Absent Applicant Affidavit and 2 of the following ID's.

- The completed and notarized Affidavit of Absent Applicant.
- An acceptable form of identification for both parties that states the correct name and date of birth of each applicant. This may include any two of the following:
  - State Issued ID Card
  - State Issued Driver's License that is not expired
  - Valid Passport
  - Social Security Card
  - Military ID Card
  -

Under no circumstances will the Clerk's office accept an altered document as proof of identity. There will be a fee of \$82.00, which must be paid at the time the license is issued either by cash or credit card.

For questions, contact the County Clerk's office at 972-932-4331 X 1303



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 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;

I desire to marry:

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:	