



## County Clerk Marriage Instructions

All marriage applicants that are going through Zoom have to be Kaufman County residents and will have to be able to use Zoom.com.

1. Your driver license/identification card will need to reflect Kaufman County and both parties must be present for the Zoom meeting.
2. Go to [www.kaufmancounty.net/county-clerk/](http://www.kaufmancounty.net/county-clerk/) and complete the Online Marriage Application.
3. Once you receive the Marriage Application confirmation number you will email the following to [countyclerkrequests@kaufmancounty.net](mailto:countyclerkrequests@kaufmancounty.net) :
  - a. Marriage Application Confirmation Number (OL-20-###).
  - b. Legible Copies of both parties' Driver License or Identification Card.
  - c. Both parties phone numbers.
4. The County Clerk's Office will call you once we receive the email to set an appointment.
5. Once the appointment is made you will need to download Zoom.com on your smart phone or computer (Computer is preferred but not mandatory).
6. On the day of your appointment, our office will email you your application for both parties to sign before your appointment. (via DocuSign)
7. We will call you on your scheduled time to give you the Zoom Meeting ID number and password to complete the Marriage Application.