

Applications accepted 8:30 a.m. – 3:30 p.m.

Requirements to apply for a marriage license:

1. The fee is \$60 payable by check or money order only. Credit cards are not accepted.
If for any reason, the marriage does not take place, there is NO refund.
2. **BOTH** applicants must appear **together** in the office to apply for the license.
3. There is a **three-day waiting period** before the license is valid, so the application must be made at least **three days** but not more than **60 days** before the marriage date.
4. Application made: Issued/Valid:
Monday Friday
Tuesday - Thursday Monday
Friday Tuesday
5. The license is **valid for 60 days from the issue date that appears on the license**.
If the license is not used within the 60 days, the application process must be repeated in its entirety to obtain a subsequent license.
6. A marriage license can be used in any County in the Commonwealth of Pennsylvania. An out of state license CANNOT be used in Pennsylvania, nor can a Pennsylvania license be used out of state.
7. The applicants must present at least one form of identification that shows their current legal name and birth date. A Driver's License, Passport, Military ID, PA Birth Certificate, Non-Drivers License, Alien Registration Card, or Name Change Decree are the only documents acceptable for proof of legal name. The applicant's name will be entered on the marriage license **precisely** as it appears on the identification with **no exceptions**.
8. If either applicant was previously married, the date of the most recent divorce, legal annulment, or death of the previous spouse must be provided. The original decree or death certificate must be presented to the clerk.
9. **Age Requirements:** Applicants must be 18 years of age.

1. Active duty military personnel are not subject to the filing fee requirement. The waiver must state that one or both of the applicants is PRESENTLY ON ACTIVE DUTY MILITARY.
2. The application will not be taken until the Judge approves the waiver.
3. The fee for waiver is \$15 check or money order. The fee must be paid when the request is submitted. No requests will be submitted to Judge unless fee is paid.
4. Request must be in writing and contain the signature of both applicants.
5. The reason for the waiver request must be given. Include date of marriage.

6. To receive a copy of the approved waiver, enclose a self-addressed, stamped envelope and \$2 copying fee.

Officiant of the Marriage:

Pennsylvania has no provision for the registration of officiants to perform marriages. Selection of and arrangements for an officiant to perform the marriage ceremony are the responsibility of the applicants. This office will not recommend a minister, District Judge, or Judge.

Public Record and Publishing of Information:

All marriage applications are public record. Except for the Social Security numbers and Voter Declination forms, which are confidential, all other information is available to the public. Local newspapers often publish the names of marriage license applicants. This office is NOT permitted to withhold any information considered public record without a Court Order. The applicants should contact an attorney for the procedure to petition the Court to impound the record.

Certified Marriage Records:

Requests for Certified Marriage Records are accepted in person or by mail. Application for a marriage license must have been made in Somerset County, Pennsylvania from 1885 to the present. Marriage records cannot be certified until the duplicate marriage certificate has been returned to the office by the officiant.

Walk-in requests are processed immediately. Please allow 7-10 working days for processing of mail-in requests. All requests must contain the following:

- Names of the applicants at the time of application
- Date of marriage
- Daytime telephone number
- \$10 fee payable to Clerk of Orphans' Court
- A self-addressed, stamped envelope
- Mail request to:
Somerset County Register of Wills and Clerk of Orphans' Court
Attn: Marriage License Department
111 E. Union Street, Suite 145
Somerset, PA 15501