

## **INSTRUCTIONS FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT**

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 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 Notary Public. **ALL BLANKS** on the form must be filled in, along with all questions answered.
2. The names of both parties must be printed exactly as they appear on the identification that will be used to obtain the Marriage License. The Notary must sign and seal the affidavit.
3. If the absent applicant is Active Duty Military entering into a Hostile Fire Zone and will not be able to attend the wedding ceremony you must list a (stand-in) name for the proxy. This person need not be present to apply for the license, but they must appear at the ceremony.
4. The other party must then appear in the County Clerk's office **AT LEAST 72 HOURS BUT NOT MORE THAN 30 DAYS PRIOR** to the wedding. They must present:

- a. The completed and notarized Affidavit of Absent Applicant.
- b. An acceptable form of identification for both parties that states the correct name and date of birth of each applicant. This should include any **two** of the following.

❖ **CERTIFIED COPY OF BIRTH CERTIFICATE. (NO XEROX COPIES)**

❖ **STATE ISSUED ID CARD**

❖ **VALID PASSPORT**

❖ **DRIVER'S LICENSE OR COPY OF DRIVER'S LICENSE IF THE ORIGINAL LICENSE IS UNAVAILABLE\***

❖ **MILITARY I.D. CARD OR COPY OF MILITARY I.D. IF THE ORIGINAL I.D. IS UNAVAILABLE.\***

❖ **SOCIAL SECURITY CARD OF KNOWLEDGE OF THE NUMBER**

\*When a copy of the Driver's License or Military I.D. is used for identification, the copy will be filed along with the application and be made a matter of record.

- c. **UNDER NO CIRCUMSTANCES** will we accept an altered document as proof of Identity.
- d. \$72.00 **CASH ONLY**

State of Texas  
County of Kaufman

**AFFIDAVIT IN SUPPORT OF PROXY**

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, affiant, and on his/her oath says that he/she is eighteen (18) years of age or older and is not incapacitated in any way; and that the statements herein set forth, including answers to questions propounded, constitute a true and correct and complete statement pertaining to affiant,

1. FULL NAME (maiden): \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_

3. DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

4. PLACE OF BIRTH: \_\_\_\_\_  
(CITY, COUNTY, AND STATE)

5. CITIZENSHIP: USA                      YES    or    NO

6. SOCIAL SECURITY NUMBER: \_\_\_\_\_

7. I HAVE/HAVE NOT been divorced with in the last 30 days. (Please circle)

8. I am not presently married.              TRUE              or              FALSE

9. I am not presently delinquent in the payment of court ordered child support.              TRUE              or              FALSE

10. The other applicant is not related to me as 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.                                      TRUE              or              FALSE

11. I hereby declare that I desire to marry \_\_\_\_\_  
whose age is \_\_\_\_\_ and whose address is \_\_\_\_\_

12. The approximate date of marriage is \_\_\_\_\_

13. I am unable to appear in person before the County Clerk to obtain the license because:  
\_\_\_\_\_

14. I AM ACTIVE DUTY MILITARY WITH ORDERS TO DEPLOY INTO A HOSTILE FIRE ZONE AND WILL NOT be able to attend the ceremony. I appoint \_\_\_\_\_  
to be my proxy at the ceremony in the event that I am unable to attend.

*\*Original Deployment papers must be presented  
when applying for Marriage License*

\_\_\_\_\_  
Declarant

State of: \_\_\_\_\_  
County of: \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_.

\_\_\_\_\_  
Notary Public