

**Instructions for Completing an Absent Applicant Affidavit**  
**Please Read Carefully**

Texas law has changed and you are no longer able to name a Proxy to stand in for you at the ceremony **unless you are a member of the Armed Forces**. If you are not in the Military and not able to **ATTEND** the ceremony, we **CANNOT** issue a Marriage License!

The 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 the Affidavit. **The applicant must print all information that is requested on the attached Affidavit.** The absentee party must return the completed Affidavit to the party they wish to marry. Both parties desiring to marry must be in full compliance with the information that follows or the application will be denied.

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. The Notary's name & title must appear below the signature and their stamp must be applied.
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.
3. The applicant must appear in any County Clerk's office in the State of Texas at least 72 hours, but not more than 90 days prior to the ceremony. The applicant must present an acceptable form of **PHOTO** identification for both parties that states the correct name and date of birth of each applicant, such as: valid driver's license (or one that has not been expired longer than 2 years) military ID, state issued ID or a valid passport.

**UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. THE ID FOR THE ABSENT APPLICANT MAY BE A LEGIBLE PHOTOCOPY.**

4. The 72 hour waiting period does not apply to active duty military personnel.
5. If either party has been divorced in the last 30 days or if either party is under 18 years of age, please contact the County Clerk's office for more information.

**AFFIDAVITS EXPIRE 30 DAYS FROM THE DATE SIGNED BY THE NOTARY. IF IT IS NOT USED IN THAT TIME PERIOD A NEW ONE MUST BE OBTAINED.**

**Marriage Licenses are not issued after 4:00 p.m. Monday – Thursday and 3:00 p.m. Friday**

Cost of Marriage License is \$82.00. No checks accepted. Acceptable forms of payment are cash or Credit/Debit Card with an additional \$3.00 convenience fee. For any questions, please call (512) 332-7234.



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) |   | 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 presently delinquent in the payment of court ordered child support.  
 TRUE  FALSE

The other applicant is not presently married  TRUE  FALSE

I desire to marry:

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;

|   |     |  |
|---|-----|--|
| Name of Other Applicant (First, Middle, Last) |     |  |
| Maiden Surname if Other Applicant is Female   | 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: |        |