

Marriage License Applicant Do's and Don'ts

Do

Make an appointment.

- Call (402) 444-6080 between 7:30 AM – 4:30 PM, Monday through Friday.

Complete the Marriage License Form prior to coming into our office.

- The Marriage License Form (Application) can be found online at www.douglascountyclerk.org.
- Email the completed Marriage License Form (Application) to marriage@douglascounty-ne.gov.

Have your ID.

- Each applicant needs to present a non-expired, valid government-issued ID.
 - Copies of your ID's can be emailed along with the completed marriage license form prior to coming into our office, but have your ID's on you just in case.

Bring cash or a credit/debit card.

- The fee for a marriage license is \$25.00 (you can also pre-pay the \$9.00 fee for a certified copy of marriage license).
- Checks and money orders are not accepted for in-person transactions.

Practice Social Distancing.

- The person helping you will sit/stand approximately six (6) feet away from you.
 - Please stand behind the line on the ground in front of the counter.
- If our lobby area is getting too full, you may be asked to wait in the hallway until enough citizens leave the office and good social distancing can be accomplished.

Be patient

- We will attempt to get you in and out as quickly as possible. **Having the application completed before your arrival will help with this tremendously.**

Don't

Don't come into the Douglas County Clerk's Office if you are sick.

Don't bring guests with you.*

- The applicants are the **only** people needed when applying for the marriage license.
- We will not prohibit others from entering the office as we realize some applicants have to look after others, but we strongly encourage all applicants to bring no one else with them.
- *If you are having a marriage ceremony at the Courthouse:
 - You will need to have two witnesses for the marriage *ceremony*. **You need to bring the witnesses.** The County Clerk will no longer allow staff to be witnesses for a ceremony.
 - If your guests/witnesses come with you when you apply for the marriage license, we will likely ask them to wait in the hallway.

Questions

7:30 AM – 4:30 PM (Mon – Fri): contact 402-444-6080 or marriage@douglascounty-ne.gov.

Outside of business hours: contact 402-301-9290 or daniel.esch@douglascounty-ne.gov.