

## 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 of the parties is unable to appear in the County Clerk's Office. Please read the following instructions carefully before completing the 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 U.S. notary public. All blanks on the form must be filled in.
2. The names of both parties must be printed exactly as they appear on the identification that is used to obtain the Marriage License. The notary must sign and seal the affidavit.
3. Only someone who is in the military stationed overseas can appoint a proxy to stand in for them during the wedding. If the absent applicant will not attend the wedding ceremony he/she must list a name for the proxy. The proxy must be present when applying for the marriage license. They must have a valid State issued I.D. or Driver's License. If no proxy is needed, show "N/A" on that line. The proxy is not valid for individuals that are incarcerated.
4. The other party must appear in the County Clerk's office at least 72 hours but not more than 90 days prior to the ceremony.
5. They must present: The completed and notarized Affidavit of Absent Applicant along with any of the following acceptable forms of identification for both parties that state the correct name and date of birth of each applicant. NO PHOTOCOPIES will be accepted.
  - A valid U.S. issued Driver's License or State I.D.
  - A valid Border Crosser, Passport, Visa, Resident Alien Card will be accepted for Non- U.S. Citizens. (Foreign passports need an Original Birth Certificate)
  - School, work, etc. photo I.D. along with an original birth certificate.
  - Expired State issued I.D. or Driver's license must be accompanied by an original birth certificate.
  - No damaged, torn or deteriorated forms of identification will be accepted.
6. \$82.00 Cash, Cashier's Check, Money Order or Personal Check.

If more information is needed, please contact our office at (956) 523-4266, (956) 523-4247 or (956) 523-4248 or come by our office at 1110 Victoria Street, Suite 201, Laredo, Texas 78040

**"ONLY UNITED STATES NOTARY WILL BE ACCEPTED"**



**Margie Ramirez - Ibarra**  
**Webb County Clerk**

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:	