

Courthouse Wedding Day Planner

MarriageLicenseLocal.com | From license application to legally married

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Your complete day-of guide from license application to ceremony

Partner 1 Name: _____	Partner 2 Name: _____
County & State: _____	Ceremony Date: _____
Clerk Office Address: _____	Office Phone: _____
Officiant Name & Phone: _____	License Fee: \$_____ Ceremony Fee: \$_____
Witness 1 Name: _____	Witness 2 Name: _____

■ Day-Of Timeline

Time	Action	Notes
___:___ AM	Arrive at county clerk's office	Arrive 15 min before your target time. Bring all documents.
___:___ AM	Submit application & pay fee	Both parties present. Process takes 15–30 min.
___:___ AM	License issued	Confirm the waiting period — or confirm waiver if obtained.
___:___ AM	Waiting period waiver (if needed)	Go to district/circuit court clerk. Ask for duty judge.
___:___ AM/PM	Meet officiant	At courthouse ceremony room, judge's chambers, or agreed location.
___:___ AM/PM	Ceremony	Typically 5–15 minutes. Officiant confirms consent, pronounces marriage.
___:___ AM/PM	Officiant signs license	Must happen immediately after ceremony.
___:___ AM/PM	Witnesses sign (if required)	Check your state's witness requirement before the day.
Within 10–30 days	Officiant returns license to clerk	Confirm who is responsible — you or your officiant.
2–6 weeks later	Order certified copies	\$10–\$21 each. Order 4–6 copies minimum.

■ Documents to Bring

- Valid, unexpired government-issued photo ID — both parties
- Social Security numbers — both parties (cards not always required, but know the numbers)
- Application fee — cash, money order, or card (confirm before going)
- Certified copy of divorce decree — if either party was previously divorced
- Death certificate of prior spouse — if either party was widowed
- Premarital course completion certificate — if claiming fee discount (TX, FL, TN)
- Witnesses (if your state requires them for the ceremony)

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■ Who Can Perform Your Ceremony?

Government Officials	Judges (most state courts), Magistrates, Justices of the Peace, County Clerks (some states), Mayors
Religious Officials	Ordained ministers, priests, rabbis, imams, and other religious leaders of any recognized faith
Other	Online-ordained ministers (ULC and similar) — recognized in most but not all states. Verify your state.

✓ After Your Ceremony

- Officiant returns signed license to county clerk within required timeframe
- Order 4–6 certified copies of marriage certificate (\$10–\$21 each)
- Social Security Administration name change (Form SS-5) — if changing name
- State DMV name change — after SSA confirms update
- Passport name change — Form DS-5504 (issued < 1 yr), DS-82 (1–15 yrs), DS-11 (15+ yrs)
- Employer HR department notification
- Bank accounts, insurance, voter registration

Full name change guide: marriagelicenselocal.com/articles/name-change.html | Expiration calculator: marriagelicenselocal.com/tools/calculator.html | Waiting period waiver guide: marriagelicenselocal.com/articles/waiting-periods.html