

**INSTRUCTIONS FOR COMPLETING AN  
AFFIDAVIT OF ABSENT APPLICANT FOR MARRIAGE LICENSE**

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.

*The County Clerk may not issue a marriage license for which **both** applicants are absent unless both applicants are members of the armed forces of the United States stationed in another country in support of combat or another military operation.* (Texas Family Code: Chapter 2, Section 2.006)

Please read the following instructions **carefully** before completing the application.

1. Please print all requested information in blue or black ink.
2. The absent applicant must return the completed affidavit directly to the person 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.
3. The party who will not be able to appear before the Clerk must complete and sign the Absent Applicant Affidavit form. **EACH APPROPRIATE SPACE MUST BE COMPLETED AND THE FORM MUST BE NOTARIZED.**
4. The names of both parties must be printed exactly as they appear on the identification used to obtain the marriage license.
5. If the absent applicant is unable to attend the wedding ceremony, he/she must name a proxy. The proxy can be male or female and must be 18 years of age or older.
6. The other party must appear in the County Clerk's office **at least 72 hours, but not more than 30 days** of the signing of the affidavit. They must present:
  - A. The completed and notarized Affidavit of Absent Applicant.
  - B. An acceptable form of identification for all parties that states the correct name and date of birth, this may include any of the following:
    1. Valid driver's license,
    2. Valid passport,
    3. State issued ID card,
    4. Military ID card, or
    5. Certified copy of birth certificate **and** valid photo ID

**NOTE: The ID for the absent applicant must be a legible photocopy.  
The ID for the parties appearing before the Clerk must be original.**

- C. An altered document **will not** be accepted as proof of identity.
- D. The fee for the marriage license is **\$82.00 cash or credit/debit card only**.

**An absent applicant affidavit expires 30 days from the day of signing.  
If there are any changes the process starts over.**

If more information is needed, contact the office listed below:

**Ellis County Clerk  
109 S. Jackson  
Waxahachie, Texas 75165  
972-825-5070**

**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.

<b>Name of Absent Applicant (First, Middle, Last, Suffix)</b>		<b>Maiden Surname (If applicable)</b>
<b>Address (Street, city, state, zip)</b>		
<b>Date of Birth</b>	<b>Place of Birth (including city, county and state)</b>	
<b>Social Security Number</b>	<b>Citizenship</b>	

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 not presently delinquent in the payment of court ordered child support.

**TRUE**  **FALSE**

The other applicant is not presently married  **TRUE**  **FALSE**

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;

I desire to marry:

<b>Name of Other Applicant (First, Middle, Last, Suffix)</b>		
<b>Maiden Surname (If applicable)</b>	<b>Age</b>	<b>Approximate date on which the marriage is to occur</b>
<b>Address (Street, city, state, zip)</b>		

The Reason I am unable to appear personally before he 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: \_\_\_\_\_

<b>Signature of Notary</b>		(Seal)
<b>Printed Name and Title:</b>		
<b>Subscribed and sworn before me on:</b>	<b>Expiration date of Commission:</b>	