

REQUIREMENTS FOR MARRIAGE LICENSE

You Cannot Apply If:

- **YOU WERE LEGALLY MARRIED PREVIOUSLY AND YOU HAVE NOT DISSOLVED THAT MARRIAGE WITH A FINAL DIVORCE ORDER SIGNED BY A JUDGE AND CLOCKED IN WITH THE CLERK OF COURT.** (Please provide a copy of the Order if it has been less than a year since the divorce.)
- **YOU HAVE IDENTIFIED YOURSELF AS BEING IN A COMMON-LAW MARRIAGE AND HAVE NOT DISSOLVED THAT COMMON-LAW MARRIAGE WITH A FINAL DIVORCE ORDER SIGNED BY A JUDGE AND CLOCKED IN WITH THE CLERK OF COURT.** (Please provide a copy of the Order.)
- **YOU ARE UNDER THE AGE OF EIGHTEEN YEARS OLD.** (This can only be done in person because of parental agreement requirements and in person in our office is not available at this time.)

You can only use a South Carolina marriage license to marry in South Carolina. You can apply in any county in this state to use anywhere in this state.

24 Hour Waiting Period - There is, by State Law, a twenty-four (24) hour waiting period after the application is filed before the licenses can be released. Marriage licenses may be picked up at the receptionist's window 24 hours after the application time or you can request to have the licenses mailed to you.

Applicants must appear in person to apply for a marriage license and to pay the fee at the receptionist's window of the Probate Court. Please come between the hours of 8:30 am and 4:15 pm. You must present your photo identification and Social Security cards.

NO MARRIAGE LICENSE APPLICATIONS WILL BE PROCESSED AFTER 4:15 PM.

Official Photo Identification - Photo Identification may be one of the following:

- Valid State Issued Driver's License
- Valid State Issued Identification Card
- Valid Military Identification Card
- Valid Passport

If you are not a United States Citizen, we must receive your valid passport and current visa, with your alien registration number.

Social Security Number - Social Security Number may be one of the following:

- Social Security Card
- Tax Return (page 1) showing your name and your Social Security Number
- W-2 or Tax Form showing your name and your Social Security Number (you may redact financial information)

Names and Spelling- We are required to issue your marriage license using your name EXACTLY as it is on the photo identification. MAKE SURE YOUR PHOTO IDENTIFICATION IS CORRECT BEFORE YOU APPLY. A fee is charged to correct the marriage license and we can only correct it if you have corrected your photo identification.

FEE

The license fee is \$50.00 for SC residents and \$75.00 for out-of-state residents. You will pay the fee at the time of your application. You may pay with cash, cashier's check, money order, credit or debit card. Personal checks will not be accepted.

WHO CAN MARRY YOU

Ministers of the Gospel
Jewish Rabbis
Officers authorized to administer oaths in this State
SC Notary Publics

AFTER YOU ARE MARRIED

After you are married, the officiant is responsible for returning the signed marriage licenses labeled **PROBATE JUDGE and PROBATE JUDGE/DHEC COPY** to the Chesterfield County Probate Court for filing. Return the signed marriage licenses to the Chesterfield County Probate Court, 200 West Main Street, Chesterfield, SC 29709. You will keep the **BRIDE/GROOM/SPOUSE COPY** for your records. Your marriage will not be recorded until you return your documents, but you are married at the point you sign your license.

If a marriage license contains an error, DHEC will return it to the Probate Court for correction. **All parties (bride, groom or spouses and officiant) MUST return to the Probate Court to complete and sign a corrected marriage license.** The Probate Court will not file the marriage license until all parties have returned to the Probate Court and complete a corrected license.

CERTIFIED COPY TO CHANGE YOUR NAME OR DOCUMENT YOUR STATUS

If you need a certified copy of your marriage license, please contact the Chesterfield County Probate Court. You may also use the order form enclosed with your marriage licenses. There is a \$10.00 fee for each certified copy of your marriage license.

PROVIDING FALSE INFORMATION ON YOUR APPLICATION OR PROVIDING FALSE DOCUMENTS IS PUNISHABLE UNDER SC LAW.