

**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. **FOR MILITARY APPLICANTS ONLY**
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 **\$81.00 cash or credit/debit\* card only.**

\*We accept Visa, MasterCard, and Discover credit cards. A \$2.50 convenience fee applies to credit card payments. There is a \$100.00 Marriage License Fee for Out-of-State Applicant(s), Ch. 118.001(b)(4) LGC

**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:

**Jefferson County Clerk**  
**PO Box 1151**  
**Beaumont, Texas 77704**  
**409-835-8475, opt 2**



✓ PCB **CLERK**  
✓ PCB COUNTY, TEXAS

**AFFIDAVIT OF ABSENT APPLICANT ON APPLICATION FOR MARRIAGE LICENSE**

NAME: \_\_\_\_\_  
First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Maiden Surname \_\_\_\_\_  
(If Applicable)

ADDRESS: \_\_\_\_\_  
Street Name & Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month/Day/Year \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Citizenship: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I have not been divorced by a Decree of a Court of this State within the last 30 days:  True  False

I am not presently married:  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

The other applicant is not related to me as: an ancestor or descendent, 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; a son or daughter of a parent's brother or sister, of the whole or half blood or by adoption.

True  False

I agree to donate \$5.00 to the Texas Home Visiting Program Trust Fund:  True  False

I do desire to marry:  True  False

The party I desire to marry is: \_\_\_\_\_

Age: \_\_\_\_\_ Address: \_\_\_\_\_  
Street Name & Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Approximate date of marriage: \_\_\_\_\_ (This date must not be more than 90 days from, or within 72 hours of, the date the license is issued)  
Month/Day/Year \_\_\_\_\_

Reason applicant is unable to appear personally before the County Clerk for the issuance of the license: \_\_\_\_\_

**FOR MILITARY APPLICANTS ONLY:**

If the absent applicant is a member of the armed forces of the United States stationed in another country in support of combat or another military operation and is unable to attend the ceremony, the person appointed to act as proxy will be: \_\_\_\_\_

The State of \_\_\_\_\_ §  
County of \_\_\_\_\_ §

Signature of Absent Applicant

BEFORE ME, THE UNDERSIGNED AUTHORITY, On this day personally appeared \_\_\_\_\_

known to me to be the person whose name is subscribed to the foregoing instrument of writing and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, On \_\_\_\_\_.

(Seal) \_\_\_\_\_ Notary Public