



Marriage License Requirements



Monday – Friday 8:00AM– 5:00 PM

Cost of license is \$56.00 or \$36 with proof of **four (4) hours** Marital Counseling. Payment may be cash or credit/debit card. As we do not accept checks. **Note:** A user fee will be applied when using a credit/debit card.

Applicants, regardless of their state or county residency, may apply for a license to be issued by the clerk of the county commission in any county in this state.

Both parties **must** be present at the time of applying for your marriage license. Proof of residency and age is required at the time of the application.

Persons between the ages of 16-18 years of age **must** have parental consent of both parents.

If only one parent has full custody, court document stating same is required. **NOTE:** Both parties of the underage party **must** come in and sign off on the license the day the couple applies and there is a three (3) day waiting period.

You **must** use the marriage license within 60 days after the date it is issued. If the license is not used within the 60 days, it will be void and you **must** apply for a new license.

Your license can **only** be used in the State of West Virginia and **must** be signed by a judge, minister, rabbi, etc., who is **licensed/certified by the West Virginia Secretary of State's office to perform marriages.**

Once the license has been completed, you **must** return it to the County Clerk's Office to be registered and receive your marriage certificate. Anyone may drop off your marriage license. Marriage certificates are **NOT** automatically mailed out. If someone is to pick up the marriage certificate other than the newly wedded couple a letter must be provided by the couple authorizing same. If you want it mailed out, you **must** provide a letter requesting the certificate be mailed and a good mailing address to mail it to.

Please be advised that you are being sworn in under OATH and any information proven to be untrue could result in charges of perjury.

Anyone who is under the influence of any type of drug or alcohol, or deemed unable to make their own decisions, may be denied the ability to obtain a marriage license.

To ensure that the information is correctly heard by the staff member taking the application, please have all children remain quietly seated while the information is being provided.



Anyone wishing to be married by a Judge must arrange their date and time at the Berkeley County Judicial Center Family Court Office.





Marriage License Requirements (Continued)



Information Needed to Apply:

Full name, and residential address (no P.O. Boxes accepted).

Current and any former name.

Date and place of birth (town/city, state and country if outside of the USA).

Parents full name (first, middle, last and mother's maiden name), city or state and country where born.

Number of marriages. If divorced, **must** have the actual date the divorce became final (meaning, the date the judged "signed" the divorce decree). If widowed, **must** have the actual date of death. **NOTE:** If your marriage ended in the past thirty (30) days as result of a divorce. A divorce decree signed by the judge must be presented/provided at the time you're applying for a marriage license. If your marriage ended in the past thirty (30) days as result of a death. A death certificate must be presented/provided at the time you're applying for a marriage license.

Education; highest educational grade level obtained, to include college or technical training.



Revised: January 8, 2019

