



# **CHRISTOPHER M. NANCARROW**

## **Clerk of the Allen Circuit and Superior Courts**

Allen County Courthouse ♦ 715 S. Calhoun Street ♦ Fort Wayne, Indiana ♦ 46802

### **Marriage License Information**

#### **Residence**

For Indiana residents, at least one applicant **must reside in Allen County and provide documentation of residency**. Applicants that reside in a different Indiana county may not apply in Allen County. Out of state residents may apply for a license in Allen County **only** if the marriage is performed in Allen County.

#### **Location and Times**

You may start the application process online at [www.in.gov/judiciary/marriage](http://www.in.gov/judiciary/marriage). Starting your application online will save you time in the Clerk's Office. Applicants who wish to be married will still have to appear in the Central Services Division, Room 201 – Second Floor, Allen County Courthouse, 715 South Calhoun Street, to complete the process and receive the marriage license. You may apply Monday through Friday from 8:00 a.m. to 4:00 p.m. The Courthouse is closed on Saturday, Sunday, and legal holidays. Visit our website to view the legal holiday calendar. Allow a minimum of thirty (30) minutes to complete the application process.

**\*Reminder:** Electronic devices, including cell phones and cameras, are banned from the Allen County Courthouse.

#### **Fees**

Total for Indiana Residents: \$25.00 (Ind. Code 33-32-5-1)

Total for Out of State Residents: \$65.00 (Ind. Code 33-32-5-1)

Certified copies may be obtained for an additional \$4.00. (Ind. Code 33-37-5-1 and Ind. Code 33-37-5-3)

#### **Required Documents – Bring one or more of the following**

- Valid operator's license or other state ID which has the date of birth and **current Allen County address**;
- Certified copy of birth certificate;
- Passport, military identification, discharge papers; or,
- Baptismal certificate or school transcript (not a report card or diploma). These must include birth dates. If the applicant does not have an updated driver's license or if the identification does not provide an address, applicant must show proof of an Allen County address.

#### **Age**

Applicants under 18 years of age must have special consent. Call for complete requirements.

#### **Marriage Ceremonies**

Marriages may be performed by a member of the clergy (including minister, priest, bishop, rabbi, and imam), a judge, a magistrate, a clerk of the circuit court, or a clerk or clerk-treasurer of a city or town. If you wish to have a judge perform your marriage ceremony, please contact the following:

Allen Circuit Court:                      [allencircuitcourt.us](http://allencircuitcourt.us)                      Schedule a Wedding with Circuit Court

#### **License Validity**

You will receive the application on the same day you apply. The application will expire sixty (60) days after being issued. The application is valid only if the marriage is performed within the State of Indiana. If you have any additional questions, please call our Central Services Division at (260) 449-7245.