

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

**Fee: \$81.00**

The attached affidavit of absent applicants is to be used to apply for a marriage license when one party is unable to appear in the County Clerk's.

**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)

1. Please read the following instructions carefully before completing the application.
2. Please print all requested information in blue or black ink.
3. 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.
4. 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 WITH NO WHITE-OUTS OR ALTERATIONS.**
5. For an incarcerated person applying for a marriage license via an absent applicant affidavit, the Inmate identification card certificate form must be completed. A clear copy of the Inmate identification card (must be legible, have DOB and ID number), along with an original proof of identification in section B below.
6. The names of both parties must be printed exactly as they appear on the identification used to obtain the marriage license.
7. 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.
8. 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 legible photocopy. All other forms of ID must be original. (An altered document will not be accepted as proof of identity.)**

**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.

Karnes County Clerk  
210 W. Calvert, Suite 100  
Karnes City, TX 78118  
(830)-780-3938