

Instructions for use of Absent Applicant forms:

Deliver the two page "State of Missouri Affidavit of Absent Applicant and Application for Marriage License" along with the applicable, one page Verification document to the absent applicant.

Absent applicant must fill out the two page affidavit and application form completely (an incomplete document is not acceptable for marriage license application and will delay the issuance of same).

Absent applicant must produce all required documentation (including current, government issued photo ID and Social Security card or other proof of SSN).

Absent applicant must sign the affidavit in the presence of a currently commissioned Notary Public.

Notary Public must complete the full acknowledgement, then sign and seal it attesting to the information stated.

The applicable Verification form must be completed and signed by the designated authority (based upon the qualifying purpose for the absence of the marriage license applicant).

- In the case of an incarcerated applicant, the Warden, Sheriff, or other facility director must attest to the information provided by the inmate.
- In the case of military duty applicant, the commanding officer will attend to the verification duties.
- In the case of an applicant qualifying under the U. S. Americans with Disabilities Act, their doctor, or other qualified authority must complete and sign the Verification form.

Again, any incomplete or missing documentation is not acceptable for marriage licensing. So, double check all information, signatures and seals before returning the documents to the Recorder of Deeds.

The Recorder must have this paperwork before taking the application of the second party. So, this documentation will most likely be hand delivered by the "non-absent" applicant when they come to complete their part of the marriage application.

When all documentation is in order (for both applicants) and **ALL FEES** are received (**\$51.00 CASH OR \$53.00 DEBIT/CREDIT**), the Recorder can issue the Marriage License. Once it is issued, it must be used within 30 days or it will expire. If the license expires before the ceremony is performed, the expired license must be returned to the issuing Recorder marked "Unused" and a new application must be completed, verified and paid for before the marriage may be solemnized.

If you have questions, please contact the St. Francois County Recorder of Deeds Office at 573-756-2323 option 8