

CERTIFIED COPY OF MARRIAGE LICENSE

- ◆ The completed Tribal Marriage Certificate Worksheet must be returned to the Tribal Clerk at Oneida Licensing within (3) three business days after the date of marriage.
- ◆ Oneida Licensing will file your Marriage Certificate with the Vital Statistics office in Madison WI. Please allow 5 to 7 business days for processing, as Vital Statistics does not send out a notification once the certificate is complete
- ◆ After the 5 to 7 day waiting period, couples should apply for a certified copy. A Certified Marriage License is what is used to change your name, update your insurance, and etc.

Applying in Person

Applicants who are married on or after January 1, 2017 can go to any local register of deeds office to apply for a certified copy of your marriage license.

Please note: Applicants who were married on or before December 31, 2016 must purchase a certified copy through Madison Vital Statistics Office. (Please see below):

- Applying in Person at 1 West Wilson St, Room 160, in Madison Wisconsin. Office hours are 8:00AM until 4:15PM, Monday through Friday (excluding legal holidays.) Regular Service and expedited services are offered for in person requests.
 - **Regular Service:** In –person requests for certified copies of marriage certificates are completed within two hours of acceptance at their counter if received by 2:00p.m. Requests received at the counter after 2:00p.m. will be completed by 10:00a.m. the next business day.
 - The cost for the search, which includes one copy of the certificate, if found, is \$20. Additional copies of the same record, requested at the same time as the first, are \$3 each
 - **Expedited Service:** In-person requests of marriage certificates can be expedited for an additional fee.
 - Expedited in-person requests for copies of marriage certificates will be completed within 15 to 30 minutes.
 - The cost for expedited service is \$20 per record in addition to the \$20 marriage certificate search fee. Additional copies of the same certificate, requested at the same time as the first, are \$3 each.

Oneida Licensing ◆ PO Box 365 Oneida 54155 ◆ (920) 496– 5311
Located at: 909 Packerland Dr. Green Bay 54304

CERTIFIED COPY OF MARRIAGE LICENSE

- ◆ The completed Tribal Marriage Certificate Worksheet must be returned to the Tribal Clerk at Oneida Licensing within (3) three business days after the date of marriage.
- ◆ Oneida Licensing will file your Marriage Certificate with the Vital Statistics office in Madison WI. Please allow 5 to 7 business days for processing, as Vital Statistics does not send out a notification once the certificate is complete
- ◆ After the 5 to 7 day waiting period, couples should apply for a certified copy. A Certified Marriage License is what is used to change your name, update your insurance, and etc.

Applying by Mail

Applications for copies of marriage certificates should be mailed to:

Wisconsin Vital Records office

PO Box 309

Madison, WI 53701-0309

Please use the marriage certificate application form to apply for a certificate. (This is included in your informational packet.) Incomplete or unsigned forms will be returned unprocessed. Include a copy of acceptable identification listed below.

ONE of the following:

- Wisconsin driver's license
- Wisconsin ID card
- Out-of-state driver's license/ID card

OR

TWO of the following:

- U.S. government-issued photo ID
- Passport
- Checkbook/bank statement
- Health Insurance card
- Current, dated, signed lease
- Utility bill or traffic ticket
- Paycheck or earnings statement

At least one form of identification must show your name and address. Expired cards or documents will not be accepted. You must have an original ID to apply in person and provide a copy by mail. The cost is the same as a regular in-person fee listed above.

Oneida Licensing ◆ PO Box 365 Oneida 54155 ◆ (920) 496– 5311
Located at: 909 Packerland Dr. Green Bay 54304