

## Marriage License Facts:

- ♥ The marriage license/worksheet is a legal document and must be completed according to strict statutory guidelines.
- ♥ The following rules apply to your marriage license/worksheet. There can be no unauthorized alterations on the marriage license/worksheet (no whiteout, no erasures, no cross-outs)
- ♥ All entries on the marriage license/worksheet, including signatures, must be in black ink to insure legible photocopies.
- ♥ The State of WI Vital Records Office will not accept a marriage certificate or license/worksheet if any of the above occurs. It will be returned and a new, properly completed record will be required. The officiant may NOT place a seal on the marriage license/worksheet.
- ♥ You cannot keep your original marriage license/worksheet, nor make a copy of it.
- ♥ Changing Last Name by Marriage: By common practice, most agencies will accept a certified copy of a marriage certificate as proof of name change after marriage if you chose a standard change (i.e. either or both of you use both of your last names or change to one of the last names)
- ♥ Certified copies of your marriage license may be purchased at the Madison State Vital Records Office. You can apply in person (at the Madison office) by fax, or by mail. Application forms can be found online or at the Oneida Licensing Office
- ♥ Name change for Social Security, Driver's License or Tribal ID need to be completed

## Checklist of what to bring when you apply:

**Please note:** Apply at least 6 days before the date of ceremony, but no more than 30 days from issue date.

Allow sufficient time as the Oneida Licensing Office is **not** open weekends or certain holidays.

- Applicants needs to provide a valid picture ID, Tribal ID if applicable, and proof of residency, dated no later then 30 days.

**Please note:** One of the applicants **must** be an enrolled federally recognized tribal member, and show their enrollment documentation.

- Certified State or County birth certificates (hospital certificates or birth registration forms are **not** acceptable)
- Parent's first, middle, and last name (mother's maiden name). Provide correct spelling if not provided on birth certificate.
- Date of Ceremony; officiate name, title, phone, address, and email; ceremony location.
- Social Security Card
- If previously married, signed copies of the Judgment of Divorce, court annulment, or certified copy of spouse death certificate.
- Years of completed education; email address
- Application Filing Fee of \$100
  - \$25 waiver fee is charged, if the marriage license needs to have an issue date earlier than the 5-day waiting period. Then the total amount collected is \$125. **(All fees are non-refundable.)**
  - Correction Fee \$10

### **Acceptable forms of payment are:**

check, credit/debit card, Oneida retail gift card, or money order made out to: Oneida Licensing.



## MARRIAGE LICENSE

## YENYAKTA?

## APPLICATION INFORMATION



## ONEIDA

### Compiled by :

Oneida Nation Licensing Office  
Tonya L. Webster

### Located at:

Skenandoah Complex  
909 Packerland Dr. Green Bay WI 54303

### Mailing address:

Attn: Licensing  
PO Box 365 Oneida WI 54155

### Office Hours for Appointments:

#### Monday—Thurs

8:30 am —3:30 pm

#### Friday

8:30 am —11:00 am

**Marriage License processing will not be available between 11:45 am to 1:15pm**

### **PLEASE NOTE:**

**Marriage License application will be processed by appointment. Please call ahead to ensure someone is available to process your application.**

(920) 496—5311 (Administrator)

(920) 496—5326 (Assistant)

[OneidaMarriageLicense@Oneidanation.org](mailto:OneidaMarriageLicense@Oneidanation.org)



## Things you need to know:

- ♥ Both must show proof of residence (drivers license, utility invoices, etc.)
- ♥ Applications must be made at least six (6) full days before the ceremony date, but no more than 30 days. **The couple must apply in person together.**
- ♥ Persons of age to marry without parental consent at age 18. Signed parental consent of both parents or guardians is required at the time of, or prior to application for 16 and 17 years of age. Forms are available at the time of application.
- ♥ Divorced applicants must be divorced for a minimum of 6 months to qualify.
- ♥ Certified birth certificates are **required**—this is a state or county **certified** birth certificate which has the official seal and signature of the Register of Deeds. Hospital or baptismal certificates are unacceptable.
- ♥ If you are NOT a U.S. Citizen you must provide the same proper ID and standard proof of eligibility to marry. *Any document not in English must have attached to it a certified or notarized translation. The couple must speak and be able to read English. If not, the applicants must provide a translator. The couple may not translate for each other.* Also note that certain ID, such as Metricular Cards or U.S. Consular issued passports are **not** acceptable per the State Vital Records Office. Valid passports from the country of origin are acceptable for ID. If you have questions regarding the required documents please feel free to call our office in advance.

## Other information required:

- ♥ **Social Security Numbers**—Please be sure to bring your social security card with you at the time of application.
- ♥ **Tribal Enrollment Identification**  
**Please note:** One of the applicants must meet the requirements of (A) **or** (B)
  - ◆ (A) One of the applications is an Oneida Tribal member
    - ◇ If one of the applicants qualify for requirement (A), and neither applicant lives on the reservation the marriage must take place on the Oneida reservation. (non-tribal applicants must consent to the Tribe's jurisdiction)
  - ◆ (B) is a member of a Federally recognized Indian Tribe, who resides on the Oneida Reservation
    - ◇ If one or both of the applicants permanently resides on the Oneida Reservation the marriage shall be held within the State of Wisconsin.
- ♥ **Ceremony information**—Know the officiant name, title, phone number, address, and email. Know the address of the ceremony location. This information must be arranged **before** applying for the license.
- ♥ **Parents Information**—First, middle, and last name as well as the mothers maiden name.
- ♥ **Years of education completed**
- ♥ **Place of birth**
- ♥ **If you were previously married**— You must show proof of how your last marriage ended. Signed copies of the judgment of divorce, court annulments papers, or a certified copy of the spouse's death certificate must be provided.
- ♥ **Two Witness Names**  
*Please be aware without the required Information a marriage license will not be issued.*

## Officiating Persons:

The list of persons authorized to officiate a marriage ceremony is contained within

OCL 71.5-4. Included in this list are traditional tribal practitioners or spiritual leaders recognized by the community and registered with the court; judges; the Tribal Chairperson or a person designated by the Tribal Chairperson; any ordained clergyperson; any person licensed by a religious body; or the parties themselves in accordance with the customs, rules, and regulations of any religious denomination, society, or sect to which either belongs.

**WARNING**—Mail order/internet ordained persons may not be qualified officiant to preform marriages. Neither our office, nor the State Vital Records Office, will confirm the legality of a religious officiant. Wis. State Statues 765.16 provides additional information. If you question the legality of your chosen officiant you may want to seek legal counsel.

*Please note: The Oneida Judiciary staff is unable to give legal advice. Legal advice may be obtained by consulting with an attorney or advocate*



### **Oneida Judiciary**

2630 W Mason St / PO Box 19

Oneida WI 54155

Phone: (920) 496-7200

Fax: (920) 496-7229

[www.oneidanation.org/government/judicialsystem](http://www.oneidanation.org/government/judicialsystem)