

# **MADISON COUNTY CLERK'S OFFICE**

***Debra D. Ming-Mendoza, County Clerk***

P. O. BOX 218 – 157 N. MAIN STREET STE 109  
EDWARDSVILLE, IL. 62025  
PHONE (618) 692-6290 FAX (618) 692-8903

COUNTY VOTERS  
REGISTRATION OFFICER  
CLERK OF COUNTY BOARD

---

Enclosed for your convenience is a brochure "Information on Obtaining Your Marriage License in Madison County". This contains the information necessary to apply for a marriage license in Madison County.

I have also enclosed an application for a marriage license. If you will be obtaining your license in the County Clerk's Office, please complete this form and return it to my office by mail or fax. By having your document prepared ahead of time you will save anywhere from 30 minutes to an hour wait when you come in.

Marriage Licenses are issued between 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. Marriage Licenses are issued during these hours.

I would like to offer my sincere congratulations on your forthcoming marriage.

Sincerely,

Debbie Ming-Mendoza  
Madison County Clerk



Information on obtaining a

# Marriage License

in

# Madison County, Illinois

This brochure provided by the office of:

**Debbie Ming-Mendoza**

*Madison County Clerk*

157 N. Main Street, Suite 109

P.O. Box 218

Edwardsville, Illinois 62025

Phone (618) 692-6290

## INFORMATION ON OBTAINING YOUR MARRIAGE LICENSE IN MADISON COUNTY

### **WHERE TO APPLY:**

Office of Debbie Ming-Mendoza, Madison County Clerk, Administration Building, 157 North Main, Suite 109, Edwardsville, IL, 62025

Marriage Licenses are issued between 8:30 A.M. and 4:30 P.M., Monday through Friday. The County Buildings are closed for holidays: Please call to determine what day holidays will be celebrated.

### **WHEN TO APPLY:**

Both parties must appear at the Office of the County Clerk. The license must be obtained at least 1 day prior to being used. The license is void 60 days after the effective date. The license must be used in Madison County.

### **FEE:**

The fee for a Marriage license is \$35.00, CASH, checks are not accepted.

### **QUALIFICATIONS:**

#### *AGE REQUIREMENT:*

In order to enter a marriage in Illinois, you must be at least 18 years of age.

#### *PROOF OF AGE:*

It will be necessary to show proof of age when applying for a marriage license. A valid Driver's License or State ID is acceptable.

#### *NON-RESIDENTS:*

Non-residents cannot obtain a marriage license if the said marriage would be void in their state.

### **USE OF MARRIAGE LICENSE:**

The license becomes valid the day after it is issued and is valid for 60 days. You must have the marriage certified in Madison County. A person referred to as the officiant will certify the Marriage.

### **WHO CAN CERTIFY A MARRIAGE:**

A marriage may be certified by a judge, a retired judge of a court of record or in accordance with the rules of any religion, Indian Nation or Tribe

provided that any required officiant is in good standing.

**RETURN OF LICENSE:**

The Officiant to the ceremony must return the license to the County Clerk's Office within 10 days after the date of the marriage. A return envelope is provided.

**MARRIAGE BY A JUDGE:**

If you wish to be married by a judge, arrangements must be made with the Chief Judge's Office by calling 296-4580. Marriages are performed at the courthouse on Friday. After paying the required \$10.00 judges' fee in the Circuit Clerk's Office, Room 118 in the courthouse, you will be directed to the court room where ceremonies are performed.

**OBTAINING A CERTIFIED COPY:**

A copy of your marriage license issued in Madison County may be obtained from the County Clerk's Office. Include both party's names, the date of marriage and the fee of \$20.00. Additional copies of the same license may be obtained for \$8.00 each. Address your request to:

Debbie Ming-Mendoza  
Madison County Clerk  
PO Box 218  
Edwardsville IL 62025

**PUBLISHING NAMES IN NEWSPAPERS**

The names of couples who apply for marriage licenses are published in area newspapers.



STATE OF ILLINOIS  
MARRIAGE APPLICATION AND RECORD

STATE FILE NUMBER

TYPE / PRINT  
IN  
PERMANENT  
BLACK INK

COUNTY	LICENSE NUMBER
--------	----------------

GROOM  
 BRIDE  
 SPOUSE

**A**

1a. NAME	FIRST	MIDDLE	LAST	1b. LAST NAME ON BIRTH CERTIFICATE
----------	-------	--------	------	------------------------------------

2a. RESIDENCE — STREET AND NUMBER OR R.F.D.	2b. CITY, TOWN, TWP., OR ROAD DIST. NO.	2c. COUNTY	2d. STATE
---	---	------------	-----------

3a. DATE OF BIRTH (MONTH, DAY, YEAR)	3b. AGE	3c. SEX	3d. BIRTHPLACE (STATE OR FOREIGN COUNTRY)	4. SOCIAL SECURITY NUMBER	5. USUAL OCCUPATION
--------------------------------------	---------	---------	---	---------------------------	---------------------

6a. PARENT'S NAME (FIRST, MIDDLE, LAST / MAIDEN, IF APPLICABLE)	6b. ADDRESS	6c. BIRTHPLACE (STATE OR FOREIGN COUNTRY)
---	-------------	---

7a. PARENT'S NAME (FIRST, MIDDLE, LAST / MAIDEN, IF APPLICABLE)	7b. ADDRESS	7c. BIRTHPLACE (STATE OR FOREIGN COUNTRY)
---	-------------	---

GROOM  
 BRIDE  
 SPOUSE

**B**

8a. NAME	FIRST	MIDDLE	LAST	8b. LAST NAME ON BIRTH CERTIFICATE
----------	-------	--------	------	------------------------------------

9a. RESIDENCE — STREET AND NUMBER OR R.F.D.	9b. CITY, TOWN, TWP., OR ROAD DIST. NO.	9c. COUNTY	9d. STATE
---	---	------------	-----------

10a. DATE OF BIRTH (MONTH, DAY, YEAR)	10b. AGE	10c. SEX	10d. BIRTHPLACE (STATE OR FOREIGN COUNTRY)	11. SOCIAL SECURITY NUMBER	12. USUAL OCCUPATION
---------------------------------------	----------	----------	--	----------------------------	----------------------

13a. PARENT'S NAME (FIRST, MIDDLE, LAST / MAIDEN, IF APPLICABLE)	13b. ADDRESS	13c. BIRTHPLACE (STATE OR FOREIGN COUNTRY)
--	--------------	--

14a. PARENT'S NAME (FIRST, MIDDLE, LAST / MAIDEN, IF APPLICABLE)	14b. ADDRESS	14c. BIRTHPLACE (STATE OR FOREIGN COUNTRY)
--	--------------	--

15. IF PARTIES ARE RELATED TO EACH OTHER — SPECIFY RELATIONSHIP
---

Daytime phone number \_\_\_\_\_

Place of Marriage (city) \_\_\_\_\_

Who will perform the ceremony \_\_\_\_\_

Date of Marriage \_\_\_\_\_

INFORMATION FOR STATISTICAL PURPOSES ONLY

RACE	EDUCATION (SPECIFY HIGHEST GRADE COMPLETED)		NUMBER OF THIS MARRIAGE	IF PREVIOUSLY ENTERED INTO A MARRIAGE/CIVIL UNION — LAST MARRIAGE/ CIVIL UNION ENDED BY DEATH, DISSOLUTION OR INVALIDITY OF MARRIAGE/CIVIL UNION		
	SPECIFY (E. G., WHITE, BLACK, AMERICAN INDIAN)	ELEMENTARY OR SECONDARY (0-12)		COLLEGE (1-4 OR 5+)	SPECIFY HOW	SPECIFY WHEN (MONTH, DAY, YEAR)
GROOM/BRIDE/SPOUSE A	28.	29.	30a.	30b.	30c.	30d.
GROOM/BRIDE/SPOUSE B	31.	32.	33a.	33b.	33c.	33d.

34. OF HISPANIC ORIGIN? SPECIFY NO OR YES. IF YES, SPECIFY. (E.G., CUBAN, MEXICAN, PUERTO RICAN)	<b>GROOM/BRIDE/SPOUSE A</b>	34a. <input type="checkbox"/> NO <input type="checkbox"/> YES SPECIFY:	<b>GROOM/BRIDE/SPOUSE B</b>	34b. <input type="checkbox"/> NO <input type="checkbox"/> YES SPECIFY:
--	-----------------------------	--	-----------------------------	--