

Instructions for Absent Applicant forms

Absent applicant must:

- fill out the two-page affidavit and application form completely (an incomplete document is not acceptable and will delay the marriage license application).
- sign the affidavit in the presence of a currently commissioned Notary Public.
- produce all required documentation (including current, government issued photo ID).

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 on the reason for the absence of the marriage license applicant):

- Incarcerated applicant: the Warden, Sheriff, or other facility director
- Military duty applicant: the commanding officer
- Applicant qualifying under the U. S. Americans with Disabilities Act: their doctor or other qualified authority

Please double-check all information, signatures and seals before returning the documents to the Recorder of Deeds. Incomplete or missing documentation is not acceptable for marriage licensing.

Return completed application with verification to the St. Louis County Recorder of Deeds. The Recorder must have this paperwork BEFORE taking the application of the second party. This documentation may be hand delivered by the “non-absent” applicant when they visit our offices to complete their part of the marriage application.

When all documentation is in order (for both applicants) and all fees are received, the Recorder can issue the Marriage License. Once the license 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. You may obtain another license with the Absent Applicant Affidavit as long as it is dated six months or less prior to issuance of another license.

If you have questions, please contact the St. Louis County Recorder of Deeds Office at marriage@stlouiscountymo.gov or by calling 314.615.7100.

➤ I have attached a copy of one or more government issued identifications, which contain my photo.

(If no photo is available/attached, check here _____)

➤ I affirm I am making this Affidavit and Application for Marriage License to marry the following person:

Name (First, Middle, Last): _____

➤ I am unable to appear in the presence of a Recorder of Deeds in the State of Missouri, Missouri, for the reason selected below, which is confirmed by the Verification attached to this affidavit:

(Select one that applies)

I am currently incarcerated at _____; or

I am currently on active military duty

at _____; or

I have been diagnosed with a significant disability subject to the Americans with Disabilities Act .

I, _____ (Absent Applicant) solemnly swear

(or Affirm) that the information I have given in this Affidavit of Absent Applicant and completed Application for Marriage

License to obtain a marriage license for the State of Missouri is true and correct.

Signature of Absent Applicant _____

(Print Name) _____

State of _____)
)ss
County of _____)

Subscribed and sworn to before me by _____, who personally appeared before me and is known to me to be the person described in and who executed the foregoing Affidavit of Absent Applicant and Application for Marriage License and acknowledged that the facts set forth herein are true and correct to the best of his/her knowledge and information and that he/she executed the Affidavit of Absent Applicant and Applicant for Marriage License as his/her free act and deed.

In Witness Whereof, I have hereunto set my hand and affixed my official seal on this _____ day of

_____ 20 ____.

(Seal)

Signature _____

(Print name) _____

Title _____

My Commission expires: _____

VERIFICATION OF PERSON ON ACTIVE MILITARY DUTY

I _____ (Commanding Officer or Designee)

hereby certify that I am the Commanding Officer (or the commander's designee) of _____

_____ (Name of Military Person/Applicant) who is located at:

_____ [military unit

designation and location], am currently over the age of 18 years of age; am legally competent to make an affidavit; and do so on the

basis of personal knowledge.

I certify that _____ (Name of Absent Applicant) is

the person who executed this Affidavit of Absent Applicant and Application for Marriage License and is currently stationed at

_____ and is unable to appear before the

Recorder of Deeds or the Recorder's deputy for _____ County, Missouri.

I also certify that the social security number listed by _____

_____ (Name of Absent Applicant) on the Affidavit of Absent Applicant and

Application for Marriage License is consistent with the records maintained by the foregoing military.

Signature _____

(Print name beneath signature)

Title/Rank or Grade _____

Date _____