

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.

Return completed application with verification to the St. Charles County 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, 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. Charles County Recorder of Deeds Office at 636-949-7506

VERIFICATION OF INCARCERATED PERSON

I _____ (Professional, Official or Designee) 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 hereby certify that I am the professional or official (or the designee of such person) who directs the operations of the following jail or prison: _____

and that _____ (Name of Incarcerated Person) is the person who executed this Affidavit of Absent Applicant and Application for Marriage License and is currently incarcerated within the said institution.

I also certify that the social security number listed by _____
_____ (Name of Incarcerated Person) on the Affidavit of Absent Applicant and Application for Marriage License is consistent with the records maintained by the foregoing institution.

Signature _____
(Print name beneath signature)

Title _____

Date _____

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 _____

VERIFICATION OF PERSON DIAGNOSED PURSUANT TO THE AMERICANS WITH DISABILITIES ACT

I, _____ being first duly sworn upon my oath, state the following:

I 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 am a(n) _____ (physician [MD or DO], chiropractor, nurse [LPN or RN], physical therapist, occupational therapist, psychologist, professional counselor, or clinical social worker) who holds a valid license for the state of _____ to practice in such field. Based on my education, training, and experience and as a result of my evaluation of _____ (Name of Absent Applicant), who has been diagnosed with a significant disability that prevents him/her from appearing before the Recorder of Deeds or the Recorder's deputy for _____ County, Missouri to execute a marriage license application in the presence of such official.

To the best of my personal knowledge, the applicant has not been adjudged incapacitated.

Signature _____
(Print name beneath signature)

Title _____

State License No. _____

Date _____