



Please read ALL instructions
BEFORE proceeding to the Marriage Application

Information/Items needed for the purchase of the Marriage License:

- A Photo ID – with birthdate such as a driver’s license, state issued ID card, or passport. *If you are mailing in the marriage affidavit, it **MUST** be notarized, therefore our office does not need to see your photo ID.*
- Social Security Number (*if applicant does not have a Social Security Number they will be required to sign a statement on the back of the marriage certificate stating so*).
- **Physical Address** of Current Residence. *If you have lived at your current address for less than 6 months, you will need the previous address that you resided.*
- Birthplace: city and state. If birthplace is outside of the United States, application needs the state and country.
- Name at birth.
- Applicant’s Parental Information:
 - Birth names of both parents.
 - Birth state, (*if born in the U.S.*), country (*if born outside of the U.S.*) of both parents.

Fees:

- Marriage licenses are \$59.00 cash or money order/cashier’s check.
- Credit/debit cards are accepted but there is a \$2.00 convenience fee. Therefore, if you choose to use a credit/debit card the fee will be \$61.00.
- We do NOT accept personal checks for the purchase of marriage licenses.

Application Requirements:

- Marriage applications **must be completed online.**
- If you do not have access to a computer or a smart phone, please contact our office to make an appointment to use our marriage kiosk here.
- When you complete the application online, a window will pop up with a red box, and will give you an application request number – please retain this number. Once you have the number, you can either follow the directions below to purchase your license through the mail, **OR you may call our office to make an appointment to purchase your license, in person.** Appointments are available from 9:00 am – 4:15 pm, Monday – Friday for 15-minute blocks.
- Both Applicants must be at least 18 years of age.
- Applicants who are 17 years of age must be accompanied by one parent or legal guardian who can provide consent. Applicants under the age of 17 must contact the Benton-Franklin Counties Juvenile Justice Center to apply for a waiver.

Waiting Period and Ceremony:

- The marriage license will be given/mailed to the parties upon payment of the application fee. The ceremony must occur in the State of Washington between **3 and 63** days **AFTER** the purchase of the marriage license.

- The 3-day waiting period does **NOT** begin until the completed **purchase** of the marriage license and the 3-day waiting period **CANNOT** be waived.
- If you would like a judge for a civil ceremony, you can contact any superior, district, or municipal court in the State of Washington.
- We **CANNOT** provide you with a list, or phone numbers, for any judges or officiants.
- State law prescribes who can perform a marriage ceremony; active and retired Supreme Court Justices, Court of Appeals Judges, Superior Court Judges, Supreme Court Commissioners, Court of Appeals Commissioners, Superior Court Commissioners, and judges of courts of limited jurisdiction, as well as any regularly license or ordained minister or priest, imam, rabbi, or similar official of any religious organization, See RCW 26.04.050 for a complete list
<http://apps.leg.wa.gov/rcw/default.aspx?cite=26.04.050>

Purchasing Marriage License via Mail:

- Click on “Marriage Affidavit”, fill out the form COMPLETELY, print and then write application request number at the top of the affidavit.
- Take the marriage affidavit to a notary to have it notarized – BOTH signatures must have the notary section filled in and stamped with the notary’s stamp.
- Mail the completed, notarized marriage affidavit to the address below;
Franklin County Auditor
Attn: Recording Department
1016 N. 4th Ave
Pasco, WA 99301
- When sending the marriage affidavit, include a money order, cashier’s check, or exact cash of \$59.00. We do NOT accept personal checks for purchasing marriage licenses.
- Please include instructions as to what address we need to send your marriage packet too.
- Allow 7-10 business days for your marriage license packet to arrive.

Office Hours & Location:

- Franklin County Courthouse
Main Floor, Auditor’s Office – Recording & Marriage Licenses
1016 N 4th Ave
Pasco, WA 99301
Monday – Friday, 8:30 am – 4:30 pm

Marriage Application Appointment Availability:

Monday – Friday, 9:00 am – 4:15 pm

[Click HERE for Online Marriage Application to receive your application request number](#)

[Click HERE for marriage affidavit \(only needed if one or both parties are unable to attend appointment\)](#)

If you have any questions regarding marriage licenses, please call us at **(509) 545-3536** or email at **RecordingMail@co.franklin.wa.us**