

INSTITUTIONAL DIVISION OF TDCJ – APPLICATION FOR MARRIAGE LICENSE

PLEASE READ CAREFULLY

The **DECLARATION IN SUPPORT OF PROXY** is to be used to apply for a Marriage License when one party is unable to appear in the County Clerk Office due to incarceration at the Texas Department of Criminal Justice, Institution Division. Please read the following instructions carefully before completing the Declaration. Print or type all information that is requested on the attached Declaration. The absent party must return the completed Declaration and Statement to the party he/she wishes to marry. **Both parties desiring to marry must be in full compliance with the information that follows or the application will be denied.** At least one party desiring to marry must appear before the County Clerk.

- (1) The party who will not be able to appear in the County Clerk Office must complete and sign this form . **All blanks on the form must be completed.**
- (2) The names of both parties must be printed exactly as they appear on the identification that will be used to obtain the Marriage License. The absent person must complete **ALL** the information requested on the form and must sign.
- (3) The absent applicant must appoint any adult, except the other applicant to act as proxy for the purpose of participating in the ceremony. The person to act as Proxy must be named in line #14 on the form and must appear in person with the other party and present his/her identification.
- (4) Applicant must then appear in any County Clerk Office in the State of Texas at least 72 hours, but not more than 30 days prior to the ceremony. The applicant must present an acceptable form of identification such as: valid driver license, original or certified copy of birth certificate, Military I.D., valid I.D. issued by the Department of Public Safety, valid passport, any valid I.D. issued by the State of Texas, valid Texas voter registration that shows date of birth, or naturalization papers.
UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. WE MUST HAVE THE ORIGINAL DOCUMENT OR CERTIFIED COPY.
- (5) If either party has been divorced within the last 30 days, please contact the County Clerk Office for more information.
- (6) If either party is under 18 years of age, please contact the County Clerk Office for more information.

DECLARATION EXPIRES 30 DAYS FROM DATE OF NOTARY ACKNOWLEDMENT

Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday except weekends and holidays. Phone 409/766-2207

PLEASE ALLOW AT LEAST 30 MINUTES TO ISSUE LICENSE

**DECLARATION FOR THOSE INCARCERATED IN THE
INSTITUTIONAL DIVISION OF THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE**

STATE OF _____
COUNTY OF _____

I, _____, ID-TDCJ No. _____, of the _____ Unit in _____ County, Texas, on my oath and say and declare that I am eighteen (18) years of age or older and not incapacitated in any way that the statements herein set forth, including answers to questions propounded, constitute a true, correct and complete statement and declaration.

1. FULL NAME (Including Maiden Name): _____

2. ADDRESS: _____
Address City State Zip

3. DATE OF BIRTH: _____ 4. PLACE OF BIRTH: _____

5. CITIZENSHIP: _____

6. SOCIAL SECURITY NO.: _____

7. If divorced, did divorce occur within last 30 days? Yes _____ No _____
Date of Divorce or Annulment: _____
Month Day Year

8. I am not presently married and the other applicant is not presently married: True _____ False _____

9. I am not presently delinquent in the payment of court ordered child support: True _____ False _____

10. The other applicant is not related to me as an ancestor or descendant, by blood or adoption; a brother or sister, of the whole or half blood or by adoption; a parent's brother or sister of the whole or half blood or by adoption; a son or daughter of a brother or sister of the whole or half blood or by adoption; a current or former stepchild or stepparent; or a son or daughter of a parent's brother or sister of the whole or half blood or by adoption.
True _____ False _____

11. I do desire to marry: True _____ False _____

12. The party I desire to marry is _____ whose age is _____

13. Address: _____
Address City State Zip

14. Approximate date of Marriage: _____
Month Day Year

15. I am unable to appear in person before the County Clerk because I am incarcerated at the _____ Unit of the Institutional Division of Texas Department of Criminal Justice.

16. I am unable to attend the ceremony and for that reason I hereby appoint _____ to act as proxy for the purpose of participating in the ceremony.

I solemnly swear (or affirm) that the information I have given in this declaration is correct.

Executed _____ 20__

Signature of DECLARANT

IF THIS FORM IS NOT FILLED OUT COMPLETELY AND CORRECTLY, IT WILL BE TURNED AWAY AT THE COUNTY CLERK OFFICE.