



Circuit Court for Carroll County, Maryland
Heather S. DeWees, Clerk



55 North Court Street
Westminster, Maryland 21157-5155
410-386-8710 ♦ 1-888-786-0039 ♦ FAX: 410-386-8734
www.mdcourts.gov/clerks/carroll

CARROLL COUNTY UPDATED Application Process for COVID-19

*We are happy to announce that the Carroll County Clerk's Office has returned to processing marriage license applicants **in person** and **by appointment only** in the Land Records & Licensing Department located on the ground floor of the Carroll County Circuit Courthouse. Our NEW civil wedding ceremony room is also open and indoor ceremonies can be scheduled **by appointment only**. Below are the instructions to apply for a marriage license in **ONLY** Carroll County.*

Congratulations on your upcoming nuptials.

Heather S. DeWees

*Clerk of the Circuit Court
Carroll County, Maryland*

A Maryland Marriage License can only be used, and a marriage ceremony can only take place in the Maryland county where the marriage license is issued.

- The license must be obtained and presented to the official who will be performing the marriage ceremony before the ceremony may take place.
- It is the parties' responsibility to know the Maryland county in which the ceremony site is located, and to obtain the marriage license from the Clerk of Circuit Court for that county or, if in Baltimore City, the Clerk of Circuit Court for Baltimore City.
- Please follow the provided directions on Page 2 & 3 for Carroll County Clerk's Office as each Clerk's Office may have different application processes due to technology, Circuit Court restrictions or county regulations for the COVID-19 State of Emergency.

DIRECTIONS FOR MARRIAGES OCCURRING IN ONLY CARROLL COUNTY, MD:

1. **APPLICATION:** Please complete the COVID Marriage License application on page 4 of this packet which is also available on a link at: <https://www.courts.state.md.us/clerks/carroll>
2. **UNDER 18:** If a party to be married is under the age of 18, and a parent or guardian is providing consent, the parent must be present to be sworn under oath.
3. **FEE AND PAYMENT:** The fee for a Marriage License is **\$35** and is payable by check or money order to: **Heather S. DeWees, Clerk**
We cannot process credit cards over the phone.
4. **SOCIAL SECURITY NUMBERS:** Do **NOT** include Social Security numbers on the application. Staff will contact you by phone to request them.
5. **CURRENT MARITAL STATUS:** This section must include information about every previous marriage, including the date (**Month/Day/Year**) and the state or foreign country in which the marriage ended and whether each marriage ended in death or divorce. Attach an additional sheet if there is not enough room on the form for this information.
6. **SIGNATURE:** Sign and date the application and provide a daytime phone number and email for at least one of the parties.
 - **Please note:** *You are signing under penalty of perjury and swearing or affirming that the information you have provided is true and accurate.*
 - **SIGN** the application in **INK:** *An electronic signature will NOT be accepted.*
7. **MAKE AN APPOINTMENT TO RECEIVE YOUR LICENSE:** You must make an appointment with the Land Records & Licensing Department to submit your completed and signed marriage application, along with any Consent of Parent or Guardian forms if applicable, to the Clerk.
 - To make an appointment, please call **410-386-8760**.
 - The **\$35** fee must be paid at the time of appointment.

- **COVID RESTRICTIONS:** If you are unable to schedule an appointment in the Clerk's Office due to out of state travel restrictions or quarantine requirements, please call **410-386-8760** to schedule a videoconference by ZOOM to be sworn under oath.

- **MAIL** the application and **\$35** fee by check or money order to:

Heather DeWees, Clerk
Land Records & Licensing Dept.
55 North Court Street
Westminster, MD 21157

- Once the application is processed, the marriage license and receipt will be mailed to the applicant.
- *An emailed application will NOT be accepted.*

8. In Maryland, marriage licenses do not take effect until 6:00 a.m. on the **2nd** day after the license is issued, and licenses remain valid for 6 months.

- ***During COVID-19 State of Emergency, the 6-month time period is tolled:*** For any marriage license issued during the State of Emergency, the license is valid during the period of emergency and ***for up to 6 months after*** the declaration of State of Emergency has been rescinded by the Governor of Maryland.

9. **COURTHOUSE REMOTE CIVIL CEREMONY:** The Carroll County Clerk's Office is now conducting indoor and outdoor civil ceremonies.

- Parties who wish to have a ceremony must pay on the day of the ceremony by credit card or check / money order made payable to ***Heather S. DeWees, Clerk.***
- In addition to those being married, *only 2 additional guests* are permitted for an indoor ceremony for adherence to proper social distancing guidelines.
- Parties to be wed may also elect to stand on the Circuit Court patio to be married outdoors. There is no guest limit for an outdoor ceremony.

10. **CERTIFIED COPIES OF MARRIAGE CERTIFICATE:** Parties who wish to have a copy of their marriage certificate after the return has been filed, may prepay an additional \$5.50 per certified copy. Military / first responders may ask for up to 5 for free in advance.

Maryland Circuit Court Clerk's Office Use Only

Marriage License Number _____

Local Number _____

STATE OF MARYLAND
MARRIAGE LICENSE APPLICATION
(For Use During COVID-19 Emergency Only)

Maryland county in which marriage ceremony is to take place: _____ Date of ceremony, if known: _____

[] _____ County or [] Baltimore City

I/We apply for a marriage license under Maryland law, and state under oath:

Party 1:

First Name _____ Middle Name _____ Last Name _____ Sr./Jr./etc. _____

Age _____ State/Country of Birth _____ Social Security No. _____ - _____ - _____

Residential Address: _____, _____, _____
Street Number and Street Name City State and Zip Code

Current Marital Status:

- [] Single
[] Widowed - Date(s) and Location of Spouse's Death(s): _____
[] Divorced - Date(s) and Location of Divorce Decree(s): _____

Method of Consent:

- [] Party 1 is 18 years of age or older
[] Party 1 is under 18 years of age and _____ consents to this marriage. This consenting person is my (check one) [] Parent or [] Legal Guardian.

Party 2:

First Name _____ Middle Name _____ Last Name _____ Sr./Jr./etc. _____

Age _____ State/Country of Birth _____ Social Security No. _____ - _____ - _____

Residential Address: _____, _____, _____
Street Number and Street Name City State and Zip Code

Current Marital Status:

- [] Single
[] Widowed - Date(s) and Location of Spouse's Death(s): _____
[] Divorced - Date(s) and Location of Divorce Decree(s): _____

Method of Consent:

- [] Party 2 is 18 years of age or older
[] Party 2 is under 18 years of age and _____ consents to this marriage. This consenting person is my (check one) [] Parent or [] Legal Guardian.

I/WE SOLEMNLY AFFIRM UNDER THE PENALTIES OF PERJURY AND UPON PERSONAL KNOWLEDGE THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE.

(This may be signed by one or both parties.)

Signature of Party 1

Signature of Party 2

Phone: _____

Phone: _____

Maryland Clerk's Office Use Only

SWORN AND SUBSCRIBED (check one) [] in person [] by videoconference [] by affidavit

Date/Time: _____ Printed Name: _____ Signature: _____