

INSTRUCTIONS-MODIFIED MARRIAGE APPLICATION PROCESS – COVID-19

A Maryland Marriage License can be used- and a marriage ceremony can take place – **Only in the county where the marriage license is issued.** The license must be obtained and presented to the official/officiant who will be performing the marriage ceremony before the marriage ceremony can take place. It is the responsibility of the parties to know the Maryland county in which the ceremony venue 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 the Circuit Court for Baltimore City.

The instructions below are for obtaining a marriage license in Charles County, Maryland ONLY. If Charles County is not where the marriage ceremony will take place, please visit the website for the Clerk of Circuit Court in the appropriate county for instructions and payment information.

COMPLETE FORM (Type or Print Legibly) and SUBMIT PAYMENT

1. Please contact the venue where the marriage will be held to determine that is located within Charles County, Maryland.
2. Fully complete the application.
3. Current marriage status – This section must include information about every previous marriage, including the date and 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. For marriages dissolved by divorce or annulment, please provide the date the clerk entered the final decree, which should appear as a stamp on the final order. It is not necessarily the date the judge signed the order. If you have any questions, please contact the Clerk’s Office in the state/county where the divorce was finalized and request the entered date.
4. If a party to be married is under the age of 18, additional information may be required. For example, if a parent or guardian is providing consent, **a Consent of Parent or Guardian Form must be completed and signed by the parent or guardian and witnessed by a Notary Public.** Additional information (e.g.: birth certificate, guardianship order) may be required as proof that the consenting person is in fact a parent or guardian of the minor party. Therefore, please contact the Clerk of Circuit Court in advance to find out what additional documentation, if any, will be required.
5. Sign and date the application. Provide a daytime phone number and email address in case we need to contact you.
6. Please note that the application is a legal document. You are signing under penalty of perjury and affirming that the information you have provide is true and accurate to the best of your knowledge and belief.
7. Enclose a check or money order in the amount of \$40.00 made payable to **the Clerk of the Circuit Court for Charles County.**

8. You may submit your completed and signed application, along with any consents or additional documentation, by first class mail OR for your convenience you may use the Drop Box located inside at the front door of the courthouse. We cannot process applications without fees. A failure to fully complete the application and submit payment will result in delays. Mailing address is Clerk of the Circuit Court, 200 Charles Street, La Plata, Md. 20646. It is recommended that applicant(s) complete and mail the application at least three weeks before the wedding date to allow time for delivery by the US Post Office and for resolution of any problems with the application.

9. Once the application is processed, the Clerk will mail the marriage license to the applicant. Applicants are discouraged from picking up the license at the Clerk's Office.

10. Marriage licenses do not take effect until 6:00 am on the second day after the license is issued. Marriage licenses ordinarily remain valid for 6 months. During the emergency associated with COVID-19, the 6-month time period is tolled. For any marriage license issued during the emergency, the license is valid during the emergency and for up to 6-months AFTER the declaration of the emergency has been rescinded.

11. For obtaining a civil ceremony, please contact the Clerk's office directly at 301-932-3223 for the most current information.

For questions, please call 301-932-3223.