

One Party is Present

(Other party is unable to come in to sign Application and/or License)



Marriage License or Civil Union Application filled out online

- <https://www.pubsearch.fremontco.com/web>

Entire application completed and submitted

- **Party present must be a citizen of Colorado**



Received a phone call from Recording Division to set up an Appointment

Clerk verified information in application

Appointment Scheduled

Absentee Affidavit (If unable to appear in office to sign the application)

Authorization of Proxy (If unable to sign marriage licenses)

As defined in Colorado Revised Statutes 14-2-109(2)



Proof of Identification

Commonly used Primary ID (Need 1 for proof of identification)

- State issued ID
- Passport

Commonly used Secondary ID (Need 2 for proof of identification)

- Birth Certificate
- Divorce Decree

Commonly used Invalid ID (**not** accepted as proof)

- Revoked ID's
- Detention Center ID's

For a complete list please review the attached forms



Tender for purchasing Marriage License \$30

Accepted Tender

- Cash
- Debit/Credit Card ***Vendor charges a convenience fee for use***



Approved Identity Verification Documents Listing
Revised March 1, 2018

Purpose

This document supplements the Office of the State Registrar of Vital Statistics - Policy Number 2006-01, which supports CRS 24-72.1-103 - (1), the Secure and Verifiable Identity Document Act. The following lists have been compiled to assist both customers and reviewing officials in knowing what documents may be used for appropriate, verifiable proof of identity.

Details

Other documents may be accepted or required at the discretion of the State Registrar. *If six or more certified copies have previously been issued for the requested birth certificate, then a photo identification document from the primary listing is mandatory.* Customers will be required to present at least one item from the Primary Listing or at least two items from the Secondary Listing. Items must be from separate categories. Each row is a separate category.

Unless otherwise specified below, all items must have been issued in the U.S. Non-expiring IDs must have been issued within the previous five years (may be no more than five years old). EXCEPTION: Non-expiring Military Retiree IDs. IDs without an issue date are not accepted.

Primary Listing

All documents presented must be current and valid. Expired documents drop to the Secondary Listing. Documents that do not contain either an issue or an expiration date will not be considered acceptable.

Category	Comment
Alien Registration Receipt or Permanent Resident Card	INS Form I-151 or I-551
Certificate of US Citizenship	INS Form N-560 or N-561
City/County of Denver Jail Inmate Temporary ID	Issued by the Denver County Sheriff Department. The card must match the record EXACTLY (with the exception of middle and/or married names). MUST include photo. Must be valid per expiration date on card. (Bracelet IDs are not acceptable as identification.)
County of Pueblo Jail Inmate Temporary ID	Issued by the Pueblo County Sheriff Department. The card must match the record EXACTLY (with the exception of middle and/or married names). MUST include photo. Must be valid per expiration date on card.



CO Department of Corrections ID Card	Issued by the Colorado Department of Corrections. The card must match the record EXACTLY (with the exception of middle and/or married names).
Colorado Department of Human Services Youth Corrections ID	Issued by the Colorado Department of Human Services for minors in the Youth Corrections system. The card must match the record EXACTLY (with the exception of middle and/or married names).
CO Temporary Driver's License/State ID	MUST be within the 30-day period; MUST be issued by COLORADO DMV
Employment Authorization Card	INS Form I-766
Foreign Passport	May be verified with embassy or consulate or with INS. Foreign nationals in the United States should be in possession of a valid passport. In most circumstances a U.S. issued visa will be contained within the passport. If a visa is present, then it should be the primary mechanism for verifying their identity. MUST be verifiable using online guide.
Government Work ID	Issued by US government - federal, state, or local.
Job Corps ID Card	Issued by US Department of Labor.
School, University or College ID Card	Photo type, issued by a US school system, university, college, technical or trade school. The issuing entity MUST be able and willing to verify the ID or it cannot be accepted. Non-US student IDs are not acceptable. ID must be current for the academic school year plus the summer break. Dale House IDs are accepted.
Temporary Resident Card	INS Form I-688, I-688A, or I-688B
US B1/B2 Visa Card	MUST be accompanied by a currently valid I-94 card (electronically generated I-94 printouts from i94.cbp.dhs.gov website are acceptable)
US Certificate of Naturalization	INS Form N-550 or N-570, with intact photo
US Citizenship ID Card	INS Form I-197
US Merchant Mariner Card	Issued by US Coast Guard. Must include photo and be verified by the online guide.
US Military ID Card	Active duty, dependent, retired, reserve and National Guard. Must copy front and back. Military Retiree ID's that are non-expiring will be accepted.
US Passport Book or Card	Issued by US Department of State.
US State or Territory Photo Driver License or Photo ID Card	Issued by a US State or territory department of motor vehicles. Must contain a photograph. MUST be verifiable using online guide and/or issuing agency. Must contain either an issue or an expiration date. If the ID is non-expiring, it must have been issued within the last five years. The address on the license does not need to be the applicant's current address. Licenses/IDs indicating "Not for Federal Purposes" are acceptable.



Secondary Listing

NOTE: Any item that is expired is to be examined closely. If there is any doubt regarding its authenticity, it is to be rejected. **Expired documents may only be used as a secondary document if they have expired within 6 months of the date presented.**

Names must be pre-printed on the document or card.

Items must be from separate categories. Each row is a separate category.

Category	Comment
Acknowledgment of Parentage Document	COLORADO document only issued by a hospital or the State Vital Records Office. Used to identify parents. All information must match COVIS.
Birth Certificate of the Applicant	Issued by a US local, state, territorial or federal government. Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal and/or as proof of relationship. Any certificate issued with a watermark is not acceptable.
Court Order for Adoption or Name Change	Issued by a municipal, state, territorial or federal court in the US. Must be record of applicant and certified by the court (need not be original seal, copies are acceptable).
Craft or Trade License	Issued by CO Dept of Regulatory Affairs (DORA)
DD-214	US Military separation document
Divorce Decree	Issued by a municipal, state, territorial or federal court in the US. Must be certified by the court (need not be original seal, copies are acceptable).
Colorado Gaming License	Issued by the State of Colorado Department of Revenue; must be current.
Hospital Birth Worksheet	May only be used for six months from the date of event. May be used to obtain records of other children. System-generated worksheets are acceptable.
Colorado Hunting or Fishing License	Issued by Colorado Department of Parks and Wildlife; must be current.
IRS-ITIN Card or Letter	Individual Taxpayer ID Number card or letter issued by IRS
Non-U.S. or International Driving License	Issued by a foreign country or state government. MUST contain a photograph and be valid per expiration date listed on card. MUST be verified using online guide.
Marriage License/Certificate	Issued by a US State, territory, or county; must be legal, certified copy. Novelty or souvenir certificates not acceptable.
Medicare Card	Issued by US Social Security Administration
Mexican Voter Registration Card	Issued by the Mexican federal government. Must be current. Expired cards are not acceptable.
Motor Vehicle Registration or Title	Issued by a US State or territory. Must be current.
Pilot License	Issued by FAA.



State, Territorial or Federal Prison or Corrections Card	Issued by a US state or territory or the Federal Bureau of Prisons. City and County Detention Facility cards are NOT acceptable unless specifically authorized.
Selective Service Card/Letter	Issued by U.S. Selective Service.
Social Security Card	Issued by US Social Security Administration. Valid Social Security Cards with phrase “For Social Security Purposes - Not for Identification” are acceptable. Laminated cards and cards with no signatures are acceptable.
Weapon or Gun Permit	Issued by a municipal, state, territorial or federal government in the US
Work ID, Paycheck Stub, Pay Statement, or W-2	<p>Work ID must contain the individual’s first and last names, photo, and the company name. If there is any doubt that it is an ID for an employee, it is to be rejected. Work IDs issued without an issue or expiration date are acceptable.</p> <p>The paycheck stub or pay statement must have been issued within the last three months and must contain sufficient information to permit verification (e.g.: first and last name of individual, company name, address, contact information, etc).</p> <p>The W-2 must have been issued within the last tax year.</p>



NOT Acceptable

Category	Comment
Birth Certificates Issued by Foreign Governments	Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal and/or as proof of relationship.
City and County Detention Center ID Cards	Jail ID's are normally not released to former inmates, and are also not verifiable. City and County Detention Facility cards are NOT acceptable unless specifically authorized. EXCEPTION: City/County of Denver and County of Pueblo Jail Temporary Inmate ID are accepted as a Primary ID.
CO Temporary Driver's License Renewal Form	Renewal form has been replaced by the new style Temporary Driver's licenses issued by the Colorado DMV. (Removed 01/01/2017)
Matricula Consular (Consular ID) Cards	The Colorado legislature specifically identified this item for exclusion.
Medicaid Cards	While this is issued by Human Services, the cards are not secure or intended for identification purposes. Colorado Medicaid cards also called "Health First Colorado" (Removed 1/14/2016)
Novelty ID cards	These cards may take a variety of formats, some of which are very close in appearance to an official ID. Often the only difference will be a small notation on the back of the card. When in doubt, check with the State Vital Records Security Officer at (303) 692-2232.
Property Tax Receipt	(Removed 01/01/2017)
Social Services WIC Card/Check	While this is issued by Human Services, the cards are not secure or intended for identification purposes. (Removed 1/1/2017)
Souvenir Birth Certificates	Issued by hospitals, often with baby's footprints
Temporary Driver's License or Temporary State ID Cards	Issued from the department of motor vehicles from any US state or territory, except CO.
Tribal ID Card	Issued by a federally recognized Native American tribe. Can be used in appeal case. (Removed 01/01/2017)
Undated Documents	ID documents that do not have either: (1) an issue date OR (2) an expiration date AND cannot be verified are not reliable proof of ID. (Unless otherwise noted in a document's comment section.)
Veterans Universal Access ID Cards	While this is issued by US Veteran's Administration, the information they use to produce the card is not verified by the issuing agency.

ABSENTEE AFFIDAVIT - APPLICATION FOR MARRIAGE LICENSE

The absent party must fill this out completely in blue or black ink, have the affidavit notarized, and the other party must bring the affidavit and be present in order to obtain the license. A copy of the ID presented to the notary (proof of age and/or photo ID) of the absent party must also be presented with the affidavit.

STATE OF COLORADO

County of _____

I the undersigned hereby make application for a license to join in marriage and under oath I state that the information given is true and correct to the best of my knowledge, that neither applicant is under legal guardianship and believe that there exists no reason why we should not be joined in marriage.

APPLICANT:

Legal Name: _____
 First Middle Name Last Suffix Previous married name

Address: _____
 Number/Street City State/ Zip

Birth Date: ___/___/___ Sex: Male Female Non-Binary Last name at birth if different (opt): _____

Last 4 Digits of Social Security Number: _____ City&State of Birth: _____

Parent/Legal Guardian: _____ City&State: _____
 First Middle Name Last Current Residence. If deceased, last known residence.

Parent/Legal Guardian: _____ City&State: _____
 First Middle Name Last Current Residence. If deceased, last known residence.

Present Marital/Union Status (circle one): Single Widowed Divorced/Dissolved/Declared Invalid Married Civil Union

If Divorced/Dissolved/
Widowed/ Date: ___/___/___ City&State: _____ Type of Court (if applicable): _____
Declared Invalid

If previously in a civil union, name of former partner: _____

Proof of Age* - Provided to Clerk & Recorder
(Circle one): Valid Drivers License Passport Birth Certificate Other (specify): _____

We the undersigned hereby make application for a license to unite in marriage and under oath we state that the information given is true and correct to the best of our knowledge, that neither applicant is under legal guardianship, or have provided written consent or judicial order, and believe that there exists no reason why we should not be married.

APPLICANT Signature: _____

Subscribed and affirmed, or sworn to, before me this _____ day of _____, 20__ at _____ m. (seal)

Notary Signature / County Clerk and Recorder / Deputy County Clerk

Affidavit by person to be married when not appearing in person before county clerk. Properly executed, this form upon presentation is attached to marriage license application.

*Proof of age must be presented to the County Clerk & Recorder at the time of application for a marriage license.

Authorization of Proxy

The undersigned, _____, hereby makes, designates and appoints _____ to serve as the true and lawful proxy for the undersigned, as authorized by the laws of the State of Colorado, Colorado Revised Statutes, C.R.S. 14-2-109(2), or other applicable statutes, in the marriage between the undersigned and _____.

The undersigned hereby declares that the undersigned is unable to be present at the solemnization of such marriage and therefore authorizes the proxy herein appointed to do and perform all acts authorized hereby and permitted by the laws of Colorado, as fully to all intents and purposes as the undersigned might or could do if personally present, with full power of substitution, including but not limited to, the power and authority to sign, complete and forward the marriage certificate, and to solemnize the marriage, in the name and on behalf of the undersigned pursuant to the provisions of C.R.S 14-2-109(1), or other applicable statute.

In testimony whereof, the undersigned has hereunto set hand this _____ day of _____, 20____ A.D.

Printed Name

Signature

Subscribed and sworn to before me in the County of _____, State of _____, this _____ day of _____, 20____, by _____

Witness my hand and official seal

My commission Expires: _____

Notary Public

Office of the Clerk and Recorder
Division of Recording



AFFIDAVIT TO ACCOMPANY APPLICATION FOR MARRIAGE LICENSE OR CIVIL UNION- NO SS NUMBER

The undersigned, being first duly sworn, state upon oath:

1. My name is _____
2. I do not have a social security number.
3. In reliance upon C.R.S. §14-14-113(1)(a), I am making this sworn statement to accompany my application for a Colorado marriage license or civil union license.

Dated: _____

Signature of Applicant

STATE OF COLORADO)

) ss.

COUNTY OF _____

Subscribed and sworn to before me in the County of _____, State of

Colorado, this _____ day of _____, 20____.

Witness my hand and official seal.

My commission expires: _____.

Notary Public, or Clerk and Recorder or Deputy Clerk and Recorder