

Instructions for completing the NON-RESIDENT AFFIDAVIT FORM

You can type directly in the Non-Resident Affidavit form online or you may print the form and complete it by hand or typewriter. The form cannot be electronically submitted. You **MUST** mail the form to the Clerk's Office. For complete instructions see "**When you are finished.**"

To type on the PDF form:

Use the arrow buttons at the top or bottom of the Adobe toolbars to move to page 2 of this document. This brings you to the first page of the Non-Resident Affidavit form. Text fields have been inserted where you enter information. Move the mouse over the form until you get to the first text field which is the entry for the "To the Clerk of the Circuit Court for _____ County..." The hand will turn into an I-beam when it is over the text field. Click the mouse and the I-beam will turn into a blinking vertical line. You can start typing at this point.

Use the tab key to move to the next field. Once you have completed the last text field on the form, hit the "Enter" key to input the last entry.

How to check a checkbox?

Move the hand over the checkbox. The hand will turn into an arrow or a pointing finger. Click the mouse to check or you can use the space bar to check the box. To uncheck the box, move the hand over the checkbox. It will turn into an arrow or a pointing finger. Click the mouse to remove the check.

What if I make a mistake or want to start over?

To make a correction, move the hand over to the field where you want to make the change and click on it. It will highlight the present entry and you can type in that field again.

If you want to start the entire form again, click the RESET FORM button at the bottom of page 2 of the Form. This clears all entries. **WARNING:** This removes all data from the entire form so you will have to start the form completely from the beginning.

When you are finished:

Click FILE, then PRINT. Take the form to your local official who issues marriage licenses and provide them with a copy of the instructions which are on the last page of this form. This form **must** be signed in front of the clerk or comparable official in your jurisdiction. Call your local official to see if both parties need to be present. After your local official has given the oath and signed and sealed the application, MAIL the completed form with a CERTIFIED CHECK or MONEY ORDER in the amount of \$55 payable to:

Clerk of the Circuit Court for Calvert County
175 Main Street
Prince Frederick, MD 20678

STATE OF MARYLAND
NON-RESIDENT MARRIAGE APPLICATION
PLEASE TYPE OR PRINT

To the Clerk of the Circuit Court for _____ County, Maryland:

APPLICATION: _____ LICENSE NO: _____

Expected Date of Marriage: _____

I HEREBY MAKE APPLICATION FOR A MARRIAGE LICENSE TO BE ISSUED IN ACCORDANCE WITH THE ACT OF ASSEMBLY IN SUCH CASES MADE AND PROVIDED, AND DO MAKE THE FOLLOWING STATEMENTS UNDER OATH, TO WIT:

Party I
(Full Name): _____ Age: _____

Residence: _____ Birth State/Country: _____

Party 1 phone # _____ SS# _____
SSN mandatory pursuant to Family Law
Article, Title 2, Section 2-402(b)(3)

Marital Status: Single _____
Widowed (Date/County & State) _____
Divorced (Date/County & State) _____
(All previous marriages required) _____

Consenting person for applicant over 14 and under 18 _____

Party II
(Full Name): _____ Age: _____

Residence: _____ Birth State/Country: _____

Party 2 phone # _____ SS# _____
SSN mandatory pursuant to Family Law
Article, Title 2, Section 2-402(b)(3)

Marital Status: Single _____
Widowed (Date/County & State) _____
Divorced (Date/County & State) _____
(All previous marriages required) _____

Consenting person for applicant over 14 and under 18 _____

Relationship between parties, if any: _____

X _____ X _____
Signature of Party I Signature of Party II

Sworn and Subscribed before me this _____ day of _____, _____ at _____ o'clock _____ m.

Printed Name _____
*Signature and Seal of Comparable Official
Title _____
Phone _____

Court/Office _____

***Note: This document is authorized under the Maryland Annotated Code-Family Law Article-A Notary Public is NOT a comparable official under the laws governing marriage licenses for Maryland. A Clerk of any court or Marriage License issuing agent would be a comparable official. The Clerk of the Circuit Court requests your cooperation and assistance. We can be reached at 410-535-1660, ext. 2264 with any questions.**

A license will not be issued until all applicable laws of Maryland are complied with:

YOU MUST APPLY TO THE COUNTY YOU WISH TO BE MARRIED IN- please contact the county you wish to be married in for applicable fees. Please find the contact information for each county on www.mdcourts.gov/circuit/index.html.

Calvert County Fees

License cost of \$55.00 must be submitted by a Money Order or Certified Check made payable to Clerk of Circuit Court for CALVERT COUNTY. Civil Marriages are performed between 9:00 am and 4:00 pm Monday thru Friday for a fee of \$25.00.

Marriage license will be Picked Up _____
Mailed to Party _____
Mailed to Officiant _____

Marriage of Minors - Article 2 Section 301 - Family Law

An individual 16 or 17 years of age may not marry unless:

- (1) The individual has the notarized consent of a parent or guardian;
- (2) if the individual does not have the consent of a parent or guardian, either party to be married gives the clerk a certificate from a licensed physician stating that the physician has examined the woman to be married and has found that she is pregnant or has given birth to a child.

An individual 15 years of age may not marry unless:

- (1) Individual has notarized consent of parent or guardian AND a certificate from a licensed physician state that the physician has examined the woman to be married and has found that she is pregnant or has given live birth.

No one under 15 years of age may marry, regardless of circumstances.

PARENTS CONSENT TO ISSUE MARRIAGE LICENSE

Application having been made to the Clerk of the Circuit Court for _____ County, Maryland, for a marriage license to be issued to _____ and _____ the said _____ being under the age of 18 years, I/we the parent(s) of son/daughter/ward who is an infant of _____ years of age, to the said _____ and hereby direct the Clerk of the said Circuit Court for _____ County, Maryland to issue the license for such marriage.

(Parent or Guardian) (Seal) _____ (Seal)
(Parent or Guardian)

ACKNOWLEDGEMENT

State of _____, County of _____
I hereby certify that on the ___ day of _____, 20___ before me, the subscriber, a _____ of the State of _____ in and for the County of _____ personally appeared _____ and acknowledged the foregoing certificate to be h_____ act and deed.

Witness my hand and seal _____

My Commission expires _____

INSTRUCTIONS FOR THE COMPARABLE OFFICIAL

Maryland law requires that either one of the parties (or both) appear in person at the Clerk of the Circuit Court in the county where the marriage ceremony is to be performed in order to apply for a marriage license. However, Maryland Family Law Article 2-402 states that if neither of the parties to be married resides in Maryland or in the Maryland county where the marriage is to be performed, the parties may (for their convenience) submit a Non- Resident Marriage Application.

The Non-Resident Marriage Application requires that at least one of the parties appear in person before the Clerk, or other comparable official, in the jurisdiction (county, state or country) where the person resides, and provide, under oath, the information required on the application.

To be a comparable official, you should be authorized to administer oaths and issue marriage licenses as part of your duties as a public official. **A notary public is NOT a comparable official.**

By signing and placing your official seal on the application, you are indicating that:

- (1) One of the parties has appeared before you and provided, under oath, the same information required on the application.
- (2) The party has solemnly affirmed or declared that the facts set forth on the application are true to the best of their knowledge or belief.

Please sign and seal the affidavit, print your name, title and office phone number on the affidavit.

We understand that you are not bound by Maryland law, and not required to provide this service. We do appreciate your cooperation and assistance. For further information, please do not hesitate to contact us at (410)535-1660 ext. 2264.