

# 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 further 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 "Groom's Full Name." 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. 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 check or money order in the amount of \$35 payable to Clerk of the Circuit Court for Queen Anne's County to:

Clerk's Office  
Circuit Court for Queen Anne's County  
100 Court House Square  
Centreville, Maryland 21617

APPLICATION NO. \_\_\_\_\_

LICENSE NO. \_\_\_\_\_

TO THE CLERK OF THE CIRCUIT COURT FOR QUEEN ANNE'S COUNTY, MARYLAND:

\_\_\_\_\_  
AGE \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_  
(Groom's Full Name)

\_\_\_\_\_  
(Groom's Address) \_\_\_\_\_ (City, County, State)

MARITAL STATUS: NEVER MARRIED  
WIDOWED  
DIVORCED

If widowed or divorced, please list exact date (day, month and year) of death or divorce decree and the county and state of the occurrence in space provided above

SOCIAL SECURITY NUMBER (MANDATORY per Family Law 21-402(b)(3)) \_\_\_\_\_

\_\_\_\_\_  
AGE \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_  
(Bride's Full Name)

\_\_\_\_\_  
(Bride's Address) \_\_\_\_\_ (City, County, State)

MARITAL STATUS: NEVER MARRIED  
WIDOWED  
DIVORCED

If widowed or divorced, please list exact date (day, month and year) of death or divorce decree and the county and state of the occurrence in space provided above

SOCIAL SECURITY NUMBER (MANDATORY per Family Law 21-402(b)(3)) \_\_\_\_\_

RELATIONSHIP TO GROOM, IF ANY \_\_\_\_\_

NAME OF PERSON CONSENTING IF GROOM IS A MINOR \_\_\_\_\_  
(Consent Form under Oath Must be Completed, see next page) (Parent or Guardian)

NAME OF PERSON CONSENTING IF BRIDE IS A MINOR \_\_\_\_\_  
(Consent Form under Oath Must be Completed, see next page) (Parent or Guardian)

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
APPLICANT

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

APPLICATION FILED &  
LICENSE ISSUED \_\_\_\_\_

\_\_\_\_\_  
Clerk or other comparable Official

LICENSE FEE MUST BE TENDERED BY MONEY ORDER OR CHECK IN THE AMOUNT OF \$35 PAYABLE TO CLERK OF THE CIRCUIT COURT FOR QUEEN ANNE'S COUNTY

MARRIAGE OF INDIVIDUAL 16 OR 17 YEARS OLD - An individual 16 or 17 years old may not marry unless:

(1) the individual has the consent of a parent or guardian and the parent or guardian swears that the individual is at least 16 year old; or

(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.

MARRIAGE OF INDIVIDUAL 15 YEARS OLD - An individual 15 years old may not marry unless:

(1) the individual has the consent of a parent or guardian; and

(2) 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

MARRIAGE OF INDIVIDUAL UNDER THE AGE OF 15 YEARS - An individual under the age of 15 may not marry.

PARENTS' CONSENT TO ISSUE MARRIAGE LICENSE

APPLICATION HAVING BEEN MADE TO THE CLERK OF THE CIRCUIT COURT FOR \_\_\_\_\_, MARYLAND, FOR A MARRIAGE LICENSE TO BE ISSUED TO \_\_\_\_\_ AND \_\_\_\_\_, THE SAID \_\_\_\_\_ BEING UNDER THE AGE OF \_\_\_\_\_ YEARS, I/WE \_\_\_\_\_ THE PARENT(S) OF SAID \_\_\_\_\_, HEREBY GIVE MY/OUR ASSENT FOR THE MARRIAGE OF MY/OUR \_\_\_\_\_, WHO IS \_\_\_\_\_ YEAR S OF AGE, TO THE SAID \_\_\_\_\_, AND I/WE HEREBY DIRECT THE CLERK OF THE SAID COURT FOR \_\_\_\_\_, COUNTY, MARYLAND TO ISSUE THE LICENSE FOR SUCH MARRIAGE.

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)  
PARENT OR GUARDIAN PARENT OR GUARDIAN

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, SS:

I HEREBY CERTIFY, THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, BEFORE ME, THE SUBSCRIBER , A \_\_\_\_\_, OF THE STATE OF \_\_\_\_\_, IN AND FOR THE COUNTY OF \_\_\_\_\_, PERSONALLY APPEARED \_\_\_\_\_ AND ACKNOWLEDGED THE FOREGOING CERTIFICATE TO BE \_\_\_\_\_ACT AND DEED.

\_\_\_\_\_(SEAL)

PARENTS' CONSENT TO ISSUE MARRIAGE LICENSE

APPLICATION HAVING BEEN MADE TO THE CLERK OF THE CIRCUIT COURT FOR \_\_\_\_\_, MARYLAND, FOR A MARRIAGE LICENSE TO BE ISSUED TO \_\_\_\_\_ AND \_\_\_\_\_, THE SAID \_\_\_\_\_ BEING UNDER THE AGE OF \_\_\_\_\_ YEARS, I/WE \_\_\_\_\_ THE PARENT(S) OF SAID \_\_\_\_\_, HEREBY GIVE MY/OUR ASSENT FOR THE MARRIAGE OF MY/OUR \_\_\_\_\_, WHO IS \_\_\_\_\_ YEAR S OF AGE, TO THE SAID \_\_\_\_\_, AND I/WE HEREBY DIRECT THE CLERK OF THE SAID COURT FOR \_\_\_\_\_, COUNTY, MARYLAND TO ISSUE THE LICENSE FOR SUCH MARRIAGE.

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STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, SS:

I HEREBY CERTIFY, THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_, BEFORE ME, THE SUBSCRIBER , A \_\_\_\_\_, OF THE STATE OF \_\_\_\_\_, IN AND FOR THE COUNTY OF \_\_\_\_\_, PERSONALLY APPEARED \_\_\_\_\_ AND ACKNOWLEDGED THE FOREGOING CERTIFICATE TO BE \_\_\_\_\_ACT AND DEED.

\_\_\_\_\_(SEAL)