



Robin Kordes

Phelps County Recorder of Deeds
Phelps County Courthouse, 200 North Main Street, Suite 133, Rolla, MO 65401
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To Obtain A Marriage License in Phelps County, Missouri

The 1st Party and 2nd Party must:

- ◆ Visit our office ***together** to apply for a marriage license.
**If Either Party is unable to appear in the Recorder's Office to apply, due to Military Service, ADA Qualifying Disability or Incarceration, an Affidavit of Absent Applicant may be provided.*
- ◆ Be 18 years of age or over.
- ◆ Pay **\$51.00** CASH fee** at the time of application. ** An additional fee of \$1.00 is to be paid at the time of application for each parental consent.
- ◆ Present a **valid government issued picture ID and provide Social Security number** or bring your card.
- ◆ Previously married applicants must provide the full date (**mo/day/year**) their last marriage ended. If a maiden name was restored, the marriage dissolution showing this change will need to be brought in, but only if their name has not been changed on their ID.
- ◆ Pick up and give the license to the person performing the ceremony **before the wedding**. The application may remain on file up to six months. The person performing the ceremony is required by law to have the marriage license at the ceremony.
- ◆ Have a ceremony performed within 30 days from the issue date and may only be used in the State of Missouri. If the wedding date is more than 30 days from the date of application, they must wait to pick up the license.
- ◆ NOT be related to each other through and including first cousins.

If the 1st Party and / or 2nd Party are under 18 their custodial parent with state issued picture ID must come with them to give consent to the application. The party under 18 will need state issued picture ID, social security card, a birth certificate, and if parents are divorced the divorce judgment showing custodial parent's name. As of August 28, 2018 those under the age of sixteen (16) may not obtain a marriage license in the State of Missouri.

Unused Marriage License

If the license is lost, destroyed or not used, the parties must return the license to the Recorder's office or sign an affidavit.

Return and Record of Marriage

The person performing the ceremony is required by law to return the completed license to the Phelps County Recorder of Deeds office within 15 (fifteen) days of the ceremony. The Recorder's office will contact the couple to pick up the recorded license as soon as we receive it. You can then take the **recorded** license to the offices of Social Security Administration and the Department of Motor Vehicles/Revenue to change your name.

Copies

Copies are available as soon as the marriage license has been returned to our office.

Plain copy of the marriage license is \$1.00. A certified copy of the marriage license is \$9.00.
Military Purposes – No Charge for the first copy

For more information regarding:

Marriage licenses 573-458-6095

PHELPS COUNTY DOES NOT PERFORM MARRIAGE CEREMONIES.