

MARRIAGE LICENSE FOR INCARCERATED PERSON



PINAL COUNTY

**How to Obtain a Marriage License
When One Party is Incarcerated**

**INSTRUCTIONS AND
FORMS** Provided as a Public
Service by
REBECCA PADILLA
Clerk of the Superior Court

CHECK LIST

You may use the forms and instructions in this packet if...

- ✓ The Incarcerated person has submitted an Application to Marry to their holding facility.
- ✓ The Application to Marry has been approved by the facility's Chaplain.
- ✓ The Clerk of the Superior Courts office has received the approved Application to Marry from the holding facility. *(The Court may not accept the approved Application to Marry from the Non-Incarcerated party, it must be received from the holding facility).*

INSTRUCTIONS TO COMPLETE THE AFFIDAVITS FOR MARRIAGE LICENSE

AFFIDAVIT FOR MARRIAGE LICENSE FORM

1. The 1st applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
2. The 2nd applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
3. The 1st applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
4. The 1st applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
5. The 1st applicant will print their date of birth. Example: (01/01/1901).
6. The 1st applicant will print the age they are on the day they are completing the form.
7. The 1st applicant will print the city and state they currently residing in.
8. The 1st applicant must sign their signature in front of a notary. They will sign using their full name just as it is printed on the forms, using their first, middle and last name. **Do not abbreviate.**
9. The 2nd applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
10. The 2nd applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
11. The 2nd applicant will print their date of birth. Example: (01/01/1901).
12. The 2nd applicant will print the age they are on the day they are completing the form.
13. The 2nd applicant will print the city and state they currently residing in.
14. The 2nd applicant must sign their signature in front of a notary. They will sign using their full name just as it is printed on the forms, using first middle and last name. **Do not abbreviate.**
15. The Non-Incarcerated party will print their mailing address.
16. The Non-Incarcerated party will print their phone number.
17. This portion will be completed by the Clerk. Once a license is issued the Clerk will print the license number here.
18. This portion will be completed by the Clerk.

AFFIDAVIT FOR SOCIAL SECURITY NUMBER FORM

1. The 1st applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
2. The 2nd applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
3. The 1st applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
4. The 1st applicant will print their social security number here.
5. If the 1st applicant does not have a social security number issued to them by the Social Security Administration Office they will print their name here in full using their first, middle and last name. **Do not abbreviate. (If the 1st applicant has a social security number leave number (4) blank).**
6. The 1st applicant will sign their signature in front of a notary. They will sign using their full name just as it is printed on the forms, first, middle and last name. **Do not abbreviate.**
7. The 2nd applicant will print their name in full, using their first, middle and last name. **Do not abbreviate.**
8. The 2nd applicant will print their Social Security Number here.
9. If the 2nd applicant does not have a social security number issued to them by the Social Security Administration Office they will print their name here in full, using their first, middle and last name. **Do not abbreviate. (If the 2nd applicant has a social security number leave number (3) blank).**
10. The 2nd applicant will sign their signature in front of a notary. They will sign using their full name just as it is printed on the forms, first, middle and last name. **Do not abbreviate.**
11. This portion will be completed by the Clerk. Once a license is issued the Clerk will print the license number here.
12. This portion will be completed by the Clerk.

SUBMITTING THE COMPLETED FORMS TO THE COURT

Bring the following with you to Court:

- **Original** Affidavit for Marriage License
- **Original** Affidavit for Social Security Number
- Non-Incarcerated person's Driver's License or ID Card
- Filing fee in the amount of \$78.00 payable with:
 - Cash
 - Money order
 - Visa/MasterCard
- You may submit your forms at the following locations:

Main Office, Florence

971 Jason Lopez Circle Bld. A, Florence AZ 85132.

- Open 8:00 – 5:00
- **Arrive no later than 4:00 p.m.**

Apache Junction Satellite Office

575 N. Idaho Road Suite 109, Apache Junction AZ 85119

- Open 8:00 – 5:00
- Closed from 12:00 - 1:00 for lunch
- **Arrive no later than 11:30 a.m. or 4:00 p.m.**

Casa Grande Satellite Office

820 E. Cottonwood Lane Bld. B, Casa Grande AZ 85122

- Open 8:00 – 5:00
- Closed from 12:00 - 1:00 for lunch
- **Arrive no later than 11:30 a.m. or 4:00 p.m.**

WHAT IS THE PROCESS FOR OBTAINING A MARRIAGE LICENSE FOR A PERSON WHO IS INCARCERATED?

- The incarcerated person must obtain an Application to Marry from their holding facility and submit to their Chaplain.
- The Chaplain will review the Application to Marry and approve or deny the application.
- The approved Application to Marry will expire (1) year from the date it's approved by the Chaplain.
- If the application has been approved, the Chaplain will forward a copy to the Clerk of the Superior Court.
- The Court must receive the approved Application to Marry from the holding facility.
- Once the Application to Marry has been received by the Court, the Clerk will contact the Non-Incarcerated party by email or phone to inform that the application has been received.
- The Non-Incarcerated party may download the Marriage License for Incarcerated Persons Packet at no charge; or purchase the packet at any one of our office locations.
- The Non-Incarcerated party should read the instructions to ensure the forms are completed correctly.
- The Non-Incarcerated party will fill out their portion of both affidavits and have them signed in front of a notary.
- The Non-Incarcerated party will then make arrangements to take the affidavits to the holding facility to have the Incarcerated party sign in front of a notary.

- It is important that the parties read and follow the instructions carefully. If forms are not completed correctly, the forms may not be accepted by the Court.
- Once the forms have been filled out and signed by both parties, the Non-Incarcerated party may submit the forms to the Court at any one of our office locations.
- To submit the forms for a Marriage License there is a fee in the amount of \$78.00. The fee may be paid by cash, money order, Visa or MasterCard.
- The Clerk will then process the fees and file the forms to issue the Marriage License.
- It is then the responsibility of the Non-Incarcerated party to make arrangements with the holding facility and officiate to perform the marriage ceremony.
- After the ceremony, the Non-Incarcerated party will return the bottom portion of the license titled Record of Marriage to the Court. This document may be submitted in person or mailed in the envelope provided by the Court.
- If the 2nd applicant wishes to change their last name, a certified copy of the Marriage License must be purchased. The certified copy may be purchased at the same time the Record of Marriage is submitted to the Court or any time after its been filed.
- The 2nd applicant will then take the certified copy of their Marriage License to the Office of the Social Security Administration and the Department of Motor Vehicle for the name change to occur.

**IN THE SUPERIOR COURT OF ARIZONA
In and For the County of Pinal**

IN THE MATTER OF THE APPLICATION OF)

(1))

_____)

(1st Applicant must print first, middle and last name, no abbreviations))

)

(2))

_____)

(2nd Applicant (print first, middle and last name, no abbreviations))

**AFFIDAVIT FOR
SOCIAL SECURITY NUMBER**

STATE OF ARIZONA)

)ss.

County of Pinal)

(3) _____ *(print first, middle and last name of 1st applicant)* being first duly sworn, upon oath does, and certify; that his Social Security number is (4) _____ **(or)** is a social security number is not shown on this affidavit; then (5) _____

(print first, middle and last name of 1st applicant)

being first duly sworn, upon oath does, and certify, that they do not have a Social Security Number issued by the Social Security Administration.

(6) _____
1st Applicant's signature (Please sign using your first, middle & last name, no abbreviations)

Subscribed and Sworn before me this _____ day of _____, 20__.

Notary Public _____ My Commission Expires _____

(7) _____ *(print first, middle and last name of 2nd applicant)* being first duly sworn, upon oath does, and certify; that his Social Security number is (8) _____ **(or)** is a social security number is not shown on this affidavit; then (9) _____

(print first, middle and last name of 2nd applicant)

being first duly sworn, upon oath does, and certify, that they do not have a Social Security Number issued by the Social Security Administration.

(10) _____
2nd Applicant's signature (Please sign using your first, middle & last name, no abbreviations)

Subscribed and Sworn before me this _____ day of _____, 20__.

Notary Public _____ My Commission Expires _____

“ARS 25-121C. Except to the Department of Economic Security for the purposes of Child Support Enforcement, the Social Security Number provided to the Superior Court pursuant to Subsection B of this section for an Applicant’s Marriage License shall not be released to any person or entity unless the applicant requests in writing that the information be released. The provisions of the subsection shall appear in each Application for Marriage License.”

(11) ML # _____

(12) VOL _____