

**These are our requirements to setup the Marriage application:**

1- Need letter (on letter head) from Officiant stating that s/he is willing to perform the marriage.

We will not proceed without the officiant's confirmation, and for that we will need:

- a. The officiant's NAME
- b. A copy of his/her credentials (For Universal Life Church Members)
- c. Officiant's address and contact number.

2- Submit the above information, along with:

- a. Complete application
- b. A money order/credit card/cash (our Application Fee \$50)
- c. Copies of the applicants DL's (CLEAR COPY), prior to scheduling a virtual application.
- d. Petitioners must be Carbon County residents.

3- Once we receive:

- a. The officiant's information, and other documents (like certified divorce decree)
  - a. We need the original Divorce Decree with the Raised Seal
  - b. You will need to mail and/or bring the Original Divorce Decree to the office.
  - c. Death Certificate
- b. Fee and documents, we will contact the Petitioner to obtain the SSN
- c. We will then schedule a videoconference with Zoom or you can come to the courthouse and we can meet outside 6 feet apart and complete the transaction.
- d. If you are going to come to the courthouse you will need to phone the office to make an appointment time with my staff 570-325-2261. When you arrive to the courthouse both of you MUST be present you will call and let us know you are here and we will come outside.

<https://www.carboncounty.com/index.php/2-uncategorised/153-register-of-wills>