

## **MARRIAGE LICENSE POLICY AND PROCEDURE**

1. Marriage Licenses will be done through video-conferencing only (SKYPE). The license is only good for 60 days from issue. Parties must have someone who will marry them. If the license expires, they will need to apply for a new license and pay another fee.
2. Applicants will fill out application on line at [www.luzernecounty.org](http://www.luzernecounty.org)  
Go to Departments—Register of Wills-click on Marriage Licenses on left of page-  
Click on marriage application link. Complete application using name as it appears on your driver's license or government issued photo ID. Print or write down number generated at the end of the application.
3. Mail to Register of Wills: (200 North River Street, Wilkes-Barre, PA 18711)
  - a. Money order/or certified check made out to Register of Wills in the amount of \$50.00.
  - b. Copy of driver's license or other government issued photo ID for both applicants.
  - c. Copy of Final Decree if any party is divorced.
  - d. Contact information for at least one applicant (email or phone number)
  - e. Number generated after the marriage application was completed
4. Once documents and payment are received, office will set an appointment for the videoconference. If the applicants can receive and print the application, it can be emailed. If not, the application will need to be mailed to one of the partners.
5. Both applicants must be on the video call at the same time and have the application in front of them to, read, verify and sign. At that time, they will be asked for their Social Security Number.
6. Once signed, the application with the original signatures must be mailed back to the office. (or emailed)
7. The license will then be mailed to the address provided.
8. Parties will be provided directions to submit the portion to be signed by the celebrant.

**License is only valid for 60 days from the issue date and can only be used in Pennsylvania. If license expires, you will need to apply for a new license.**