

# Marriage License

Marriage License Department – McKean County Courthouse

500 West Main Street, P. O. Box 202

Smethport, PA 16749

Applications Accepted 8:30 a.m. to 4:00 p.m., Monday through Friday

Telephone 814-887-3260

*Blood tests are not required in the Commonwealth of Pennsylvania*

## REQUIREMENTS TO APPLY FOR A MARRIAGE LICENSE IN PENNSYLVANIA

1. The current fee is \$60 CASH or CHECK. Credit cards are NOT accepted.  
If for any reason the marriage does not take place, there is NO refund.
2. **BOTH** applicants shall appear **together** in person to complete the marriage license application.
3. PA law requires a minimum **three-day waiting period** after application is made before license can be issued.

4. APPLICATION MADE:

ISSUED /VALID:

Monday

Thursday

Tuesday

Friday

Wednesday

Monday of following week

Thursday

Monday of following week

Friday

Monday of following week

5. License is valid for **60 days from the issue date that appears on the license.**  
If the license is not used within the 60-day period, the application process must be repeated in its entirety to obtain a subsequent license.
6. Marriage license can be used in any County in the Commonwealth of Pennsylvania. An out-of-state marriage license **CANNOT** be used in Pennsylvania nor can a Pennsylvania marriage license be used out-of-state.
7. An applicant is required to provide his/her social security number. It is not necessary to present the social security card. Federal and State law require the social security number. If either applicant refuses to provide his/her social security number, the application will be denied.
8. Applicants must have VALID ID: (e.g. current Driver's License, military or Penn Dot photo ID)
9. If either applicant was previously married, the date of the most recent divorce, legal annulment, or death of previous spouse must be provided. The decree must be presented to the clerk.

10. AGE REQUIREMENTS: If an applicant is under age 18, the following applies:

- Applicant 16 or 17 years of age: Custodial Parent must appear with the applicants, show identification and sign consent to the marriage. Additional Fee - \$5

**EMERGENCY WAIVER OF THE THREE-DAY WAITING PERIOD:**

1. Active duty military personnel are **not subject to the filing time** requirement. The waiver request must state that one or both of the applicants is **PRESENTLY ON ACTIVE DUTY MILITARY**. The fee is waived for active duty military.
2. Application will not be taken until the Judge approves the waiver.
3. The fee for waiver is **\$15** cash or money order. The fee must be paid when request is submitted. No requests will be submitted to Judge unless fee is paid.
4. Request must be **in writing** and contain the signature of the applicants.
5. The reason for the waiver request must be given. Include date of marriage.
6. To receive a copy of the approved waiver, enclose a self-addressed, stamped envelope and \$1 copying fee.

**IN THE COURT OF COMMON PLEAS OF MCKEAN COUNTY, PENNSYLVANIA  
ORPHANS' COURT DIVISION**

**REQUEST & WAIVER OF 3-DAY WAITING PERIOD FOR  
ISSUANCE OF MARRIAGE LICENCE**

(See 23 Pa. C.S.A. 1303 (b) for acceptable reasons)

Date: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

**To The Honorable Judge of Orphans' Court:**

We respectfully request a waiver of the three-day waiting period for issuing a marriage license by the Orphans' Court Clerk of McKean County, Pennsylvania for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

**Marriage Date:** \_\_\_\_\_

**Date we will apply in McKean County :** \_\_\_\_\_

\_\_\_\_\_ **Check here if either applicant is Active Duty Military-fee waived**

\_\_\_\_\_ and \_\_\_\_\_

**PRINT** Name of Applicant One

**SIGNATURE** of Applicant One

\_\_\_\_\_

\_\_\_\_\_

**PRINT** Name of Applicant Two

**SIGNATURE** of Applicant Two

\_\_\_\_\_

\_\_\_\_\_

AND NOW, this \_\_\_\_\_, I hereby waive the three-day waiting period required by Pennsylvania law and authorize a marriage license to be issued to the above-name parties.

\_\_\_\_\_  
**Judge**

FOR MAIL-IN REQUEST

\$15.00 Waiver fee (cash or check)

Mail waiver request to: Clerk of Orphans' Court, P.O. Box 202, Smethport, PA 16749

#### **OFFICIANT OF THE MARRIAGE:**

Pennsylvania has no provision for the registration of officiants to perform marriages. Selection of and arrangements for an officiant to perform the marriage ceremony are the responsibility of the applicants. This office will not recommend a Minister, District Magistrate, or Judge.

#### **PUBLIC RECORD AND PUBLISHING OF INFORMATION:**

All marriage applications are public record. Except for Social Security numbers and Voter Declination forms, which are confidential, all other information is available to the public. Local Newspapers often publish the names of marriage license applicants. This office is NOT permitted to withhold any information considered public record without a Court Order. The applicants should contact an attorney for the procedure to petition the Court to impound the record.

#### **CERTIFIED MARRIAGE RECORDS:**

Requests for Certified Marriage Records are accepted in person or by mail. Application for marriage license must have been made in McKean County, Pennsylvania, from 1885 to the present. Marriage records cannot be certified until the duplicate marriage certificate has been returned to the office by the officiant.

Walk-in requests are processed immediately. Please allow seven to ten working days for processing of mail-in requests.

All requests must contain the following:

- Name of male applicant
- Name of female applicant at time of application
- Date of marriage
- Daytime telephone number
- \$15 fee payable to the Clerk of the Orphans' Court
- A self-addressed, stamped envelope
- Mail request to:  
Clerk of Orphans' Court  
P.O. Box 202  
Smethport, PA 16749