

Gerard Rickhoff

COUNTY CLERK



BEXAR COUNTY

INSTRUCTIONS FOR AN AFFIDAVIT OF ABSENT APPLICANT FOR A MARRIAGE LICENSE FORM

THE MARRIAGE LICENSE DEPARTMENT IS LOCATED ON THE 1ST FLOOR OF THE PAUL ELIZONDO TOWER AT 101 W. NUEVA ST., STE. 120, SAN ANTONIO, TEXAS. OFFICE HOURS ARE 8:00 AM TO 5:00 PM, MONDAY THROUGH FRIDAY, EXCEPT HOLIDAYS.

IF AN APPLICANT IS UNABLE TO APPEAR PERSONALLY BEFORE THE COUNTY CLERK TO APPLY FOR A MARRIAGE LICENSE, ANY ADULT PERSON OR THE OTHER APPLICANT MAY APPLY ON BEHALF OF THE ABSENT APPLICANT. (Section 2.006 Texas Family Code)

THE PERSON APPLYING ON BEHALF OF THE ABSENT APPLICANT SHALL PRESENT TO THE COUNTY CLERK'S OFFICE:

1. **THE AFFIDAVIT OF ABSENT APPLICANT FORM** WHICH MUST BE COMPLETED IN ITS ENTIRETY, SIGNED BY THE ABSENT APPLICANT IN THE SPACES REQUIRED, AND MUST BE NOTARIZED.
2. THE BEXAR COUNTY CLERK'S OFFICE WILL ONLY ACCEPT AN **AFFIDAVIT OF ABSENT APPLICANT FORM WITH ORIGINAL SIGNATURES**; A COPY WILL **NOT** BE ACCEPTED. THE FORM IS VALID FOR 30 DAYS FROM THE DATE IT IS SIGNED.
3. **ALL APPLICANTS MUST SUBMIT PROOF OF AGE AND IDENTITY.** SOME OF THE ACCEPTABLE FORMS OF IDENTIFICATION INCLUDE:
 - A DRIVER'S LICENSE OR IDENTIFICATION CARD ISSUED BY A STATE IN THE UNITED STATES, OR A CANADIAN PROVINCE THAT IS CURRENT OR HAS NOT EXPIRED MORE THAN TWO YEARS
 - A UNITED STATES PASSPORT
 - A CURRENT PASSPORT ISSUED BY A FOREIGN COUNTRY
 - A CURRENT CONSULAR DOCUMENT ISSUED BY A STATE OR NATIONAL GOVERNMENT
 - AN UNEXPIRED CERTIFICATE OF UNITED STATES CITIZENSHIP
 - A CERTIFICATE OF NATURALIZATION
 - A UNITED STATES CITIZEN IDENTIFICATION CARD
 - A PERMANENT RESIDENT CARD
 - A TEMPORARY RESIDENT CARD
 - AN EMPLOYMENT AUTHORIZATION CARD (ISSUED BY THE U.S. DEPT. OF JUSTICE)
 - AN UNEXPIRED MILITARY IDENTIFICATION CARD FOR ACTIVE DUTY, RESERVE, OR RETIRED PERSONNEL WITH AN ID PHOTOGRAPH
 - AN ORIGINAL OR CERTIFIED COPY OF A BIRTH CERTIFICATE ISSUED BY A BUREAU OF VITAL STATISTICS FOR A STATE OR A FOREIGN GOVERNMENT (Section 2.005 Texas Family Code)
4. AN ABSENT APPLICANT MAY APPOINT AN ADULT TO ACT AS A PROXY FOR THE PURPOSE OF PARTICIPATING IN THE MARRIAGE CEREMONY IF THE ABSENT APPLICANT IS:
 - (A) A MEMBER OF THE ARMED FORCES OF THE UNITED STATES STATIONED IN ANOTHER COUNTRY IN SUPPORT OF COMBAT OR ANOTHER MILITARY OPERATION; **AND**
 - (B) UNABLE TO ATTEND THE CEREMONY. (Section 2.007 (8) Texas Family Code)

*IF THE ABSENT APPLICANT'S SITUATION DOES NOT REQUIRE THAT A PROXY BE APPOINTED, PLEASE INDICATE IN THE APPROPRIATE SPACE AS "NOT APPLICABLE".
5. THE COUNTY CLERK MAY NOT ISSUE A MARRIAGE LICENSE FOR WHICH **BOTH** APPLICANTS ARE ABSENT UNLESS THE PERSON APPLYING ON BEHALF OF EACH ABSENT APPLICANT PROVIDES TO THE CLERK AN AFFIDAVIT OF THE APPLICANT DECLARING THAT THE APPLICANT IS A MEMBER OF THE ARMED FORCES OF THE UNITED STATES STATIONED IN ANOTHER COUNTRY IN SUPPORT OF COMBAT OR ANOTHER MILITARY OPERATION. (Section 2.006 ©Texas Family Code)

FOR ADDITIONAL INFORMATION PLEASE CALL 210-335-2223
TO ACCESS A RECORDED MESSAGE, PLEASE CALL 210-335-2221