

Ann Torpy, Clerk  
Kosciusko County Circuit and Superior Courts  
121 N. Lake St  
Warsaw, IN 46580  
Telephone: 574-372-2331; option 7

**Marriage Application Instructions for Kosciusko County**

**Place:** Both applicants must appear in person at the office of the Clerk of Circuit Court

**Time:** Marriage applications will be processed Monday – Friday from 8:00 AM to 4:00 PM

**Fee:** Indiana residents: \$20.00 (*fee includes 1 certified copy*)  
Out of state residents: \$62.00 (*fee includes 1 certified copy*)

Please note:

Indiana residents apply in the county where at least **one** resides.

Out of State residents apply in the county where the ceremony takes place.

**Online Application:** To save time in our office, you may go online to <http://www.in.gov/judiciary/marriage> and complete the application prior to coming in to the Clerk’s Office. You **BOTH** will still need to appear to complete the application process, please bring your printed application and the information listed below.

**Required Documents:**

Applicants who are 18 and older must present one of the following:

**Valid** driver’s license or state issued photo ID

**Valid** passport

**Certified** birth certificate

Military Identification

Any applicant under the age of 18, must contact the Clerk’s office for guidance on how to obtain a marriage license.

Any applicant who has been previously married must provide the date and the manner in which the marriage ended.

Any applicant who has been placed under guardianship must provide a copy of the court order terminating the guardianship or a court order allowing the applicants to receive a marriage license.

**Who can perform marriage ceremonies:**

According to **I.C. 31-11-6**, marriages can be performed by members of the clergy, a Judge, a Mayor within the Mayor’s County, a Clerk of Circuit Court or Clerk-Treasurer of a City or Town within a county where in which the city or town is located.

Also, Friends Church, German Baptist, Baha’i faith, Church of Latter Day Saints or Iman of a masjid (mosque), in accordance with the rules of each religion)

**License Expiration**

A marriage license **expires sixty (60) days** after it is issued and is **valid** only in the State of Indiana.