Douglas County Washington is proud to present our Marriage **KIOSK** by OnCore.

Things you will need to have and know about to apply for a Marriage License

1. Valid Identification.
2. Social Security Number. If you do not have a SS# there is a place to sign.
3. Mothers’ Maiden name and place of birth. (State or Country)
4. Fathers’ name and place of birth. (State or Country)
5. The cost of the Marriage license is $55.00 payable in cash or check.
6. Washington State has a three (3) day waiting period after you obtain your License, before you may complete the marriage. The application is valid for sixty (60) days after it is recorded in the Auditor’s office.
7. The recording office is open from 8:30am to 4:00pm daily. We request you be Here by 3:30pm as the process takes a little time to complete.

Application Procedures

1. Enter you marriage data into the KIOSK. Be sure to complete the entire form and double check for typos. We have a public workstation in our lobby where you can complete the form or you can complete the information form, from home and submit the data on line. The Kiosk will give you a number when you have completed the process.
2. When you have completed the form please come to the counter and we can create your Marriage Application.
3. Your (3) day waiting period will not begin until **fees are paid** and the application is recorded.

Absentee Marriage Application

1. Submit your data online
2. Send us an email ([mjordan@co.douglas.wa.us](mailto:mjordan@co.douglas.wa.us)) or call (509) 888-6404 to let us know you have submitted the information and would like us to create a Marriage Application for you. Please include the number assigned by the KIOSK.
3. We will send you an email with the Marriage Application attached. Print the application on a white sheet of paper, take the form to a notary and have your signatures notarized.
4. Mail your signed application and $55.00 to us at Douglas County Auditor Attn: Recording, P.O. Box 456, Waterville, WA 98858. We will create your marriage license paperwork and mail it out to you. You may pick the application up at our office if you request us to hold it for you. Your three (3) day waiting period begins once we process your notarized application for marriage, and the fees are paid.
5. Please let us know if you have any questions. You may call (509) 888-6404.

Mardy Jordan  Douglas County Recording Supervisor
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