



DOUGLAS COUNTY AUDITOR

P.O. BOX 456

WATERVILLE, WA 98858

PHONE (509) 888-6404 EXT 6404 FAX (509)745-8812

www.douglascountywa.net

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.
4. Fathers' name and place of birth.
5. The cost of the Marriage license is \$62.00 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 your 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. Once completed please click on the submit icon and remember the number that the KIOSK assigns to you.
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 license is created.

Absentee Marriage Application

1. Submit your data online.
2. Send us an email (mjordan@co.douglas.wa.us) requesting we create and email you an absentee application. Please include your assigned application number.
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 \$62.00 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 license, and fees are paid.
5. Please let us know if you have any questions. You may call (509) 888-6404.

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