

# Marriage License

Probate Court

Room 205 Greenwood County Courthouse

528 Monument Street Greenwood, SC 29646.

Phone: 864-942-8625

Fax 864-942-8620

Applications accepted: Monday through Friday 9:00am to 4:30pm

## Requirements for Marriage License

Both parties must appear in person to file an application for a marriage license.

✎ All applicants must have Government issued photo identification (i.e. Driver's License or Passport) and their Social Security Card when applying for the marriage license.

✎ Applicants who do not have their Social Security Card may use another legal document which indicates the **complete** number:

- Military I.D. (if complete Social Security Number is printed on the I.D.)
- Visa or Resident Alien ID number
- Old Tax Return

✎ If the applicant cannot obtain any of the above documents related to a social security card, they should go to the social security office and receive a statement that they do not qualify for a social security number or alien ID number.

✎ If applicant(s) are under the age of eighteen years (18) but over the age of sixteen years (16), in addition to the above stated requirements they must provide the Court with a certified copy of their birth certificate and a parent of the minor must be present to sign consent for the application. The parent must bring Government issued photo identification. (If parents are divorced, the parent with custody must give the consent and produce a certified copy of their divorce decree to prove custody).

## Marriage License Fee

✎ There is a forty-five dollar (\$45.00) fee for filing the application. [Note: The filing fee for underage persons with parental permission is forty-six dollars (\$46.00)]. This fee must be paid before the application may be filed.

✎ *All fees must be paid in CASH. Credit cards and checks are not accepted for Marriage License Fees.*

## Marriage License Miscellaneous Information

✎ The Probate Court cannot issue marriage licenses for persons who are incarcerated.

✎ There is a twenty-four hour (24) waiting period in South Carolina from the time you apply for the license until the time the license can be issued.

✎ There is a fee of \$6.75 for correcting or changing a marriage license that has been issued.

✎ A certified copy of a marriage license from 1911 to the present is available at the office for a fee of \$5.00.

✎ If you cannot appear in person to request a certified copy of a marriage license from 1911 to the present, one can be mailed to you. In order to receive the certified copy of a marriage license via mail, you will need to send a written request to the court. Include the name of the groom and bride (at the time that the marriage took place), a self-addressed stamped envelope, and a money order made payable to Greenwood County Probate Court in the amount of \$6.00. Mail your requests to: Greenwood County Probate Court, PO Box 1210, Greenwood, SC 29648.