

# One Party is Incarcerated

(Other party is unable to come in to sign Application)

- Marriage License or Civil Union Application filled out online
  - <https://fremontcountyclerkco.gov>
  - Entire application completed and submitted
- Received a phone call from Recording Division to set an Appointment and review application information

## Bring to your appointment:

- Absentee Affidavit
  - Authorization of Proxy is not allowed for incarcerated individuals  
**As defined in Colorado Revised Statutes 14-2-109(2)**
- A letter from the warden expressing permission for the marriage to occur
- A letter from the institution with the following manner:
  - Must be written on Letterhead from the institution
    - Must be an original
    - Must have color photocopy of issued ID from institution
    - Must have full name and date of birth
    - Must have written statement from caseworker or supervising guard attesting to the accuracy of the birthday and identity of the incarcerated individual
    - Caseworker or Supervisor must sign the statement in front of a notary
- Proof of Identification for both parties to the marriage
  - See attached list for approved ID for individual appearing in person.
  - Must provide one of the following for incarcerated individual:
    - Birth Certificate
    - State issued identification card/driver's license
      - Must be no more than 60 days expired (from incarceration date)
    - Other identification may be allowed at the sole discretion of the Clerk
- Tender for purchasing Marriage License \$30
  - Accepted Tender
    - Cash
    - Debit/Credit Card **\*Vendor charges a convenience fee for use\***

**ABSENTEE AFFIDAVIT - APPLICATION FOR CIVIL UNION**

The absent party must fill this out completely in blue or black ink, have the affidavit notarized, and the other party must bring the affidavit and be present in order to obtain the license. A copy of the ID presented to the notary (proof of age and/or photo ID) of the absent party must also be presented with the affidavit.

STATE OF COLORADO

County of \_\_\_\_\_

I the undersigned hereby make application for a license to join in civil union and under oath I state that the information given is true and correct to the best of my knowledge, that neither applicant is under legal guardianship and believe that there exists no reason why we should not be joined in civil union.

**APPLICANT:**

Legal Name: \_\_\_\_\_  
First Middle Name Last Suffix

Address: \_\_\_\_\_  
Number/Street City State/ Zip

Birth Date: \_\_\_/\_\_\_/\_\_\_ Sex: Male Female Non-Binary Last name at birth if different (opt): \_\_\_\_\_

Last 4 digits of Social Security Number: \_\_\_\_\_ City&State of Birth: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ City&State: \_\_\_\_\_  
First Middle Name Last Current residence. If deceased, last known residence.

Parent/Legal Guardian: \_\_\_\_\_ City&State: \_\_\_\_\_  
First Middle Name Last Current residence. If deceased, last known residence.

Present Marital/Union Status (circle one): Single Widowed Divorced/Dissolved/Declared Invalid Married Civil Union

If Divorced/Dissolved/  
Widowed/ Date: \_\_\_/\_\_\_/\_\_\_ City&State: \_\_\_\_\_ Type of Court (if applicable): \_\_\_\_\_  
Declared Invalid

Previous spouse/partner name: \_\_\_\_\_

Proof of Age\* - Provided to Clerk & Recorder  
(Circle one): Valid Drivers License Passport Birth Certificate Other (specify): \_\_\_\_\_

We the undersigned hereby make application for a license to unite in civil union and under oath we state that the information given is true and correct to the best of our knowledge, that neither applicant is under legal guardianship, or have provided written consent or judicial order, and believe that there exists no reason why we should not be joined in civil union.

APPLICANT Signature: \_\_\_\_\_

Subscribed and affirmed, or sworn to, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ at \_\_\_\_\_m. (seal)

\_\_\_\_\_  
Notary Signature / County Clerk and Recorder / Deputy County Clerk

Affidavit by person to be joined in civil union when not appearing in person before county clerk. Properly executed, this form upon presentation is attached to civil union license application.

\*Proof of age must be presented to the County Clerk & Recorder at the time of application for a civil union license.

## ABSENTEE AFFIDAVIT - APPLICATION FOR MARRIAGE LICENSE

The absent party must fill this out completely in blue or black ink, have the affidavit notarized, and the other party must bring the affidavit and be present in order to obtain the license. A copy of the ID presented to the notary (proof of age and/or photo ID) of the absent party must also be presented with the affidavit.

STATE OF COLORADO

County of \_\_\_\_\_

I the undersigned hereby make application for a license to join in marriage and under oath I state that the information given is true and correct to the best of my knowledge, that neither applicant is under legal guardianship and believe that there exists no reason why we should not be joined in marriage.

### APPLICANT:

Legal Name: \_\_\_\_\_  
First Middle Name Last Suffix Previous married name

Address: \_\_\_\_\_  
Number/Street City State/ Zip

Birth Date: \_\_\_/\_\_\_/\_\_\_ Sex: Male Female Non-Binary Last name at birth if different (*opt*): \_\_\_\_\_

Last 4 Digits of Social Security Number: \_\_\_\_\_ City&State of Birth: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_ City&State: \_\_\_\_\_  
First Middle Name Last Current Residence. If deceased, last known residence.

Parent/Legal Guardian: \_\_\_\_\_ City&State: \_\_\_\_\_  
First Middle Name Last Current Residence. If deceased, last known residence.

Present Marital/Union Status (*circle one*): Single Widowed Divorced/Dissolved/Declared Invalid Married Civil Union

If Divorced/Dissolved/  
Widowed/ Date: \_\_\_/\_\_\_/\_\_\_ City&State: \_\_\_\_\_ Type of Court (*if applicable*): \_\_\_\_\_  
Declared Invalid

If previously in a civil union, name of former partner: \_\_\_\_\_

Proof of Age\* - Provided to Clerk & Recorder  
(*Circle one*): Valid Drivers License Passport Birth Certificate Other (specify): \_\_\_\_\_

We the undersigned hereby make application for a license to unite in marriage and under oath we state that the information given is true and correct to the best of our knowledge, that neither applicant is under legal guardianship, or have provided written consent or judicial order, and believe that there exists no reason why we should not be married.

APPLICANT Signature: \_\_\_\_\_

Subscribed and affirmed, or sworn to, before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ m. (seal)

\_\_\_\_\_  
Notary Signature / County Clerk and Recorder / Deputy County Clerk

Affidavit by person to be married when not appearing in person before county clerk. Properly executed, this form upon presentation is attached to marriage license application.

\*Proof of age must be presented to the County Clerk & Recorder at the time of application for a marriage license.

*Office of the Clerk and Recorder*  
*Division of Recording*



**AFFIDAVIT TO ACCOMPANY APPLICATION FOR MARRIAGE LICENSE OR CIVIL UNION- NO SS NUMBER**

The undersigned, being first duly sworn, state upon oath:

1. My name is \_\_\_\_\_
2. I do not have a social security number.
3. In reliance upon C.R.S. §14-14-113(1)(a), I am making this sworn statement to accompany my application for a Colorado marriage license or civil union license.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

STATE OF COLORADO )

) ss.

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me in the County of \_\_\_\_\_, State of

Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness my hand and official seal.

My commission expires:\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, or Clerk and Recorder or Deputy Clerk and Recorder



Approved Identity Verification Documents Listing  
Revised March 1, 2018

**Purpose**

This document supplements the Office of the State Registrar of Vital Statistics - Policy Number 2006-01, which supports CRS 24-72.1-103 - (1), the Secure and Verifiable Identity Document Act. The following lists have been compiled to assist both customers and reviewing officials in knowing what documents may be used for appropriate, verifiable proof of identity.

**Details**

Other documents may be accepted or required at the discretion of the State Registrar. *If six or more certified copies have previously been issued for the requested birth certificate, then a photo identification document from the primary listing is mandatory.* Customers will be required to present at least one item from the Primary Listing or at least two items from the Secondary Listing. Items must be from separate categories. Each row is a separate category.

Unless otherwise specified below, all items must have been issued in the U.S. Non-expiring IDs must have been issued within the previous five years (may be no more than five years old). EXCEPTION: Non-expiring Military Retiree IDs. IDs without an issue date are not accepted.

**Primary Listing**

All documents presented must be current and valid. Expired documents drop to the Secondary Listing. Documents that do not contain either an issue or an expiration date will not be considered acceptable.

Category	Comment
Alien Registration Receipt or Permanent Resident Card	INS Form I-151 or I-551
Certificate of US Citizenship	INS Form N-560 or N-561
City/County of Denver Jail Inmate Temporary ID	Issued by the Denver County Sheriff Department. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names). <b>MUST</b> include photo. Must be valid per expiration date on card. (Bracelet IDs are not acceptable as identification.)
County of Pueblo Jail Inmate Temporary ID	Issued by the Pueblo County Sheriff Department. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names). <b>MUST</b> include photo. Must be valid per expiration date on card.



CO Department of Corrections ID Card	Issued by the Colorado Department of Corrections. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names).
Colorado Department of Human Services Youth Corrections ID	Issued by the Colorado Department of Human Services for minors in the Youth Corrections system. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names).
CO Temporary Driver's License/State ID	<b>MUST</b> be within the 30-day period; <b>MUST</b> be issued by <b>COLORADO DMV</b>
Employment Authorization Card	INS Form I-766
Foreign Passport	May be verified with embassy or consulate or with INS. Foreign nationals in the United States should be in possession of a valid passport. In most circumstances a U.S. issued visa will be contained within the passport. If a visa is present, then it should be the primary mechanism for verifying their identity. <b>MUST</b> be verifiable using online guide.
Government Work ID	Issued by US government - federal, state, or local.
Job Corps ID Card	Issued by US Department of Labor.
School, University or College ID Card	Photo type, issued by a US school system, university, college, technical or trade school. The issuing entity <b>MUST</b> be able and willing to verify the ID or it cannot be accepted. Non-US student IDs are not acceptable. <b>ID must be current for the academic school year plus the summer break.</b> Dale House IDs are accepted.
Temporary Resident Card	INS Form I-688, I-688A, or I-688B
US B1/B2 Visa Card	<b>MUST</b> be accompanied by a currently valid I-94 card (electronically generated I-94 printouts from <a href="http://i94.cbp.dhs.gov">i94.cbp.dhs.gov</a> website are acceptable)
US Certificate of Naturalization	INS Form N-550 or N-570, with intact photo
US Citizenship ID Card	INS Form I-197
US Merchant Mariner Card	Issued by US Coast Guard. Must include photo and be verified by the online guide.
US Military ID Card	Active duty, dependent, retired, reserve and National Guard. Must copy front and back. <b>Military Retiree ID's that are non-expiring will be accepted.</b>
US Passport Book or Card	Issued by US Department of State.
US State or Territory Photo Driver License or Photo ID Card	Issued by a US State or territory department of motor vehicles. Must contain a photograph. <b>MUST</b> be verifiable using online guide and/or issuing agency. Must contain either an issue or an expiration date. If the ID is non-expiring, it must have been issued within the last five years. The address on the license does not need to be the applicant's current address. Licenses/IDs indicating "Not for Federal Purposes" are acceptable.



### Secondary Listing

NOTE: Any item that is expired is to be examined closely. If there is any doubt regarding its authenticity, it is to be rejected. **Expired documents may only be used as a secondary document if they have expired within 6 months of the date presented.**

Names must be pre-printed on the document or card.

Items must be from separate categories. Each row is a separate category.

Category	Comment
Acknowledgment of Parentage Document	<b>COLORADO</b> document only issued by a hospital or the State Vital Records Office. Used to identify parents. <b>All information must match COVIS.</b>
Birth Certificate of the Applicant	Issued by a US local, state, territorial or federal government. Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal and/or as proof of relationship. Any certificate issued with a watermark is not acceptable.
Court Order for Adoption or Name Change	Issued by a municipal, state, territorial or federal court in the US. Must be record of applicant and certified by the court (need not be original seal, copies are acceptable).
Craft or Trade License	Issued by CO Dept of Regulatory Affairs (DORA)
DD-214	US Military separation document
Divorce Decree	Issued by a municipal, state, territorial or federal court in the US. Must be certified by the court (need not be original seal, copies are acceptable).
Colorado Gaming License	Issued by the State of Colorado Department of Revenue; must be current.
Hospital Birth Worksheet	May only be used for six months from the date of event. May be used to obtain records of other children. System-generated worksheets are acceptable.
Colorado Hunting or Fishing License	Issued by Colorado Department of Parks and Wildlife; must be current.
IRS-ITIN Card or Letter	Individual Taxpayer ID Number card or letter issued by IRS
Non-U.S. or International Driving License	Issued by a foreign country or state government. <b>MUST</b> contain a photograph and be valid per expiration date listed on card. <b>MUST</b> be verified using online guide.
Marriage License/Certificate	Issued by a US State, territory, or county; must be legal, certified copy. Novelty or souvenir certificates not acceptable.
Medicare Card	Issued by US Social Security Administration
Mexican Voter Registration Card	Issued by the Mexican federal government. Must be current. Expired cards are not acceptable.
Motor Vehicle Registration or Title	Issued by a US State or territory. Must be current.
Pilot License	Issued by FAA.



State, Territorial or Federal Prison or Corrections Card	Issued by a US state or territory or the Federal Bureau of Prisons. City and County Detention Facility cards are <b>NOT</b> acceptable unless specifically authorized.
Selective Service Card/Letter	Issued by U.S. Selective Service.
Social Security Card	Issued by US Social Security Administration. Valid Social Security Cards with phrase "For Social Security Purposes - Not for Identification" are acceptable. Laminated cards and cards with no signatures are acceptable.
Weapon or Gun Permit	Issued by a municipal, state, territorial or federal government in the US
Work ID, Paycheck Stub, Pay Statement, or W-2	<p>Work ID must contain the individual's first and last names, photo, and the company name. If there is any doubt that it is an ID for an employee, it is to be rejected. Work IDs issued without an issue or expiration date are acceptable.</p> <p>The paycheck stub or pay statement must have been issued within the last three months and must contain sufficient information to permit verification (e.g.: first and last name of individual, company name, address, contact information, etc).</p> <p>The W-2 must have been issued within the last tax year.</p>

**NOT Acceptable**

Category	Comment
Birth Certificates Issued by Foreign Governments	Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal and/or as proof of relationship.
City and County Detention Center ID Cards	Jail ID's are normally not released to former inmates, and are also not verifiable. City and County Detention Facility cards are <b>NOT</b> acceptable unless specifically authorized. <b>EXCEPTION:</b> City/County of Denver and County of Pueblo Jail Temporary Inmate ID are accepted as a Primary ID.
CO Temporary Driver's License Renewal Form	Renewal form has been replaced by the new style Temporary Driver's licenses issued by the Colorado DMV. (Removed 01/01/2017)
Matricula Consular (Consular ID) Cards	The Colorado legislature specifically identified this item for exclusion.
Medicaid Cards	While this is issued by Human Services, the cards are not secure or intended for identification purposes. Colorado Medicaid cards also called "Health First Colorado" (Removed 1/14/2016)
Novelty ID cards	These cards may take a variety of formats, some of which are very close in appearance to an official ID. Often the only difference will be a small notation on the back of the card. When in doubt, check with the State Vital Records Security Officer at (303) 692-2232.
Property Tax Receipt	(Removed 01/01/2017)





Social Services WIC Card/Check	While this is issued by Human Services, the cards are not secure or intended for identification purposes. (Removed 1/1/2017)
Souvenir Birth Certificates	Issued by hospitals, often with baby's footprints
Temporary Driver's License or Temporary State ID Cards	Issued from the department of motor vehicles from any US state or territory, except CO.
Tribal ID Card	Issued by a federally recognized Native American tribe. Can be used in appeal case. (Removed 01/01/2017)
Undated Documents	ID documents that do not have either: (1) an issue date <b>OR</b> (2) an expiration date <b>AND</b> cannot be verified are not reliable proof of ID. (Unless otherwise noted in a document's comment section.)
Veterans Universal Access ID Cards	While this is issued by US Veteran's Administration, the information they use to produce the card is not verified by the issuing agency.