REGISTER OF WILLS, PHILADELPHIA COUNTY

The Honorable Tracey L. Gordon, Register of Wills & Clerk of the Orphans' Court

MARRIAGE LICENSE APPOINTMENT QUESTIONNAIRE

ARE YOU READY TO MAKE AN APPOINTMENT?

Complete this checklist to determine your eligibility

Are you getting married within the next 60 days ? ☐ **YES** ☐ **NO**

Do both applicants have valid I.D. ? ☐ **YES** ☐ **NO**

Driver's License; Non-Drivers License; International Dirver's License; Passport; Military I.D.; Resident Alien Card; Consulate Card **AND** a Social Security Card (Any offical use document showing full name and SSN acceptable, i.e. W-2). Non - Citizens without SSN must provide Birth Certificate (Officially Translated, if applicable); or any other I.D. issued by an official entity. **Please note: Expired Identification will not be accepted.**

Only answer if previously married:

Do you have a certified copy of your divorce decree? ☐ **YES** ☐ **NO**

Widowed spouse must present certified copy of the death certificate. Official Translation required, if applicable.

If you answered **YES** to all of the statements above proceed to Book your Appointment by:

PHONE	**OR**	EMAIL
215-686-2233, 8am-4:30pm, M-F		MLAppt@Phila.gov

Please provide **Name**, **Contact Number**, **Preferred Date** and **Time** and **Date of Marriage**

Available Appointment Times

8:25 am ☐ 8:50am ☐ 9:15am ☐ 9:40am ☐ 10:05am ☐ 10:30am ☐ 10:55am ☐
11:20am ☐ 11:45am ☐ 1:20 pm ☐ 1::45pm ☐ 2:10pm ☐ 2:35pm ☐ 2:55pm ☐
3:20pm ☐ 3:45pm ☐

If you answered **NO** to any of the statements and need additional documents:

A certified copy of a **Divorce Decree** can be obtained in the Office of Judicial Records, Civil Filing Center, Room 296, City Hall either in person over-the-counter or by written request via mail. For more information Click Here.

A Certified copy of a Death/ Birth Certificate can be obtained by:

1-866-712-8238 PA Authorized Vendor	*Birth Cert. via MAIL* *Death Cert. via MAIL*	*Via Online Click Here* PA Authorized Vendor

FOR INFORMATION AND QUESTIONS

Visit the Register of Wills website at www.phila.gov/wills or contact our Marriage License Bureau 215-686-2233 or by email at Rowonline@phila.gov. Marriage License Representatives are available Monday-Friday 8:00am-4:30pm ET.

FAILURE TO PROVIDE DOCUMENTS REQUESTED, WILL PREVENT ISSUANCE OF YOUR MARRIAGE LICENSE