

**MACKINAC COUNTY CLERK**  
**100 SOUTH MARLEY STREET, ROOM 10**  
**St. Ignace, Michigan 49781**  
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MARY KAY TAMLYN  
County Clerk  
(906) 643-7301

CHRISTINE SCHLEHUBER  
Deputy Clerk  
(906) 643-7305

LORI JOHNSTON  
Chief Deputy Clerk  
(906) 643-7349

HILLARY KLEEMAN  
Deputy Clerk  
(906) 643-7300

**INSTRUCTIONS FOR  
AFFIDAVIT FOR LICENSE TO MARRY**

1. Complete the Affidavit for License to Marry and sign it in the presence of a Notary Public. Out of state applicants may use a Notary from their state; cross out Michigan and print your state name directly above it.  
  
\* Please **type or print clearly** on the affidavit and include a telephone number for verification information.
2. After your affidavit is notarized, you have 33 days from the date of notarization to be married. Therefore, you must wait to have your affidavit notarized until you are within 33 days of your wedding date.  
  
There is a three (3) day waiting period from the date you have your affidavit notarized until the date the license can be issued.
3. Applicants must provide this office with a copy of their birth certificate.
4. If either party is a minor (17 years and under) a parent or guardian must consent by signing a notarized affidavit.
5. **One of you must appear in person during business hours to either file the affidavit or pick-up the license.** If you plan on appearing in person to pick up your license, you need to mail the affidavit, required documentation and filing fee at least three (3) days prior to your pick up date. Please indicate on the affidavit, in the upper right hand corner, the date you will arrive to pick your license up from this office.
6. The filing fee for out of state applicants is \$30.00.  
The filing fee for Mackinac County residents is \$20.00
7. **Office hours are Monday thru Friday, 8:30 a.m. to 4:30 p.m, with the exception of holidays.**
8. **The State requires that the Witnesses must be 18 years of age or older.**