



County Clerk Marriage Application Instructions (Via Zoom)

1. Go to our website <https://www.kaufmancounty.net/166/County-Clerk> and complete the Marriage Application Through ZOOM.
2. Once you submit your application you, and your spouse will need to email a legible form of Identification (drivers license, DMV ID, passport, ect..) to onlinemarriage@kaufmancounty.net.
3. After emailing both ID's, please schedule your meeting through <https://calendly.com/onlinemarriage-kc>.
4. Once the appointment is made, you will need to download Zoom on your smartphone or computer (Computer is preferred but not mandatory).
5. After receiving both ID's and the appointment is made, we will email you and your spouse the ZOOM meeting ID number to complete the marriage application.
(Both parties must be present for the ZOOM meeting.)
6. On the day of your appointment, we will call you. Please be set up at the time of the Zoom Meeting. If you are not set up and ready, within 10 minutes of the meeting we will need to reschedule. If you are in different places at the time of the meeting, you will need to call us @ 469-376-4740 and add your spouse in a 3-way call, since we do not have speakers through our computer. If you are together at the time of the meeting, you can put the phone on speaker, we will need to see and hear you both.
7. This is **ONLY** to issue the marriage license. We do not perform the ceremony.