

*(To be completed by County Clerk)*

## **Application for Voluntary Certification for Remote Issuance of Marriage Licenses**

Date Application Submitted: \_\_\_\_\_ Date Received by OCA: \_\_\_\_\_  
(To be completed by OCA)

Name of County Clerk: \_\_\_\_\_

Name of County: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address for correspondence: \_\_\_\_\_

URL for County Clerk website: \_\_\_\_\_

What system will you be using for the process of acceptance of remote marriage applications and remote issuance of marriage Licenses:

Vendor Name and Contact information: \_\_\_\_\_

\_\_\_\_\_

If your county has developed a system platform to meet the requirements, please provide the contact information for the system administrator:

County System Administrator Contact Information: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(County Clerk Signature)

**Prior to submission of this application, please review the checklist to ensure that all requirements are met. All information must be provided in this application and if required a demonstration of the system will be scheduled.**

Please submit completed applications to: [CourtServices@txcourts.gov](mailto:CourtServices@txcourts.gov)

**For OCA use only:**

Certificate issued by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

## Checklist for System Requirements for Voluntary Certification for Remote Issuance of Marriage Licenses

The Office of Court Administration must issue a certificate to certify a county clerk has met the following requirements to remotely issue marriage licenses,

Requirement	Proposal to meet Requirement
(1) the office of the county clerk must post in a prominent location on its website notice to the public of:	
(A) contact information to schedule a meeting through remote technology to apply for a marriage license;	
(B) a copy of the marriage license application form required by Section 2.004 of the Family Code; and	
(C) notice of the list of acceptable forms of proof of an applicant's identity and age specified in Section 2.005 of the Family Code; and	
2. Remote technology, such as a video teleconferencing system or other service that provides simultaneous, compressed full motion video and interactive communication of image and sound between the clerk, the applicant, any adult who appears on behalf of an absent applicant in accordance with Section 2.006 of the Family Code, and any other person necessary to process the application; and	
3. A method of electronically sending and receiving documents.	

**This checklist will be applicable for locally developed systems and systems provided by a vendor. Upon completion of a demonstration by a vendor, a “pre-approved” list will be maintained. If a clerk selects a vendor who is included on the “pre-approved” list, the Remote Marriage License Certificate will be issued to the clerk who has submitted the application.**