

Marriage License Application Checklist

CONTACT INFO

[Online](#)

Business Hours

M-Th 9AM-4:30PM

Fri 9AM-12PM

*Providing essential services
to the people of Kitsap
County with
quality,
accountably,
and accessibility.*

KITSAP COUNTY
AUDITOR
RECORDING DIVISION

614 Division St. MS-31
Port Orchard WA 98336-4687

Phone: 360-337-7129

Fax: 360-337-4645



Email: auditor@co.kitsap.wa.us

Kitsapgov.com/auditor

MARRIAGE LICENSE APPLICATION

- Fill out the [online marriage application](#).
- Print and notarize the [Affidavit of Applicant for Marriage License](#).
- Submit your notarized Affidavit of Applicant with:
 - ✓ Your mailing address and phone number.
 - ✓ Your online application OM#.
 - ✓ A **\$72.00** check or money order payable to **Kitsap County Auditor**.
- Receive your Marriage License Packet in the mail.

SUBMISSION METHODS

-  Mail to **Kitsap County Auditor, Attn: Recording- Marriage License Application, 614 Division Street MS-31, Port Orchard, WA 98366.**
-  A drop box is located just outside of the main lobby doors of the Administration Building at 619 Division Street, Port Orchard, WA. Label your envelope **Kitsap County Recording- Marriage License Application**.

REMINDERS

- ✓ The Affidavit of Applicant **must** be notarized to proceed with the marriage license application process.
- ✓ Per Washington State Law there is a three-day waiting period which starts when the marriage license is issued.
- ✓ The marriage license is valid for 60 days. **Your ceremony must take place within the valid dates of the license.**
- ✓ Marriage packets are returned through standard USPS unless a pre-paid return express or expedited envelope is provided.
- ✓ Marriage licenses are issued within 3 days of receiving the completed notarized application and the correct fee.

