

# Marriage License Application Checklist

## CONTACT INFO

[Online](#)

### Business Hours

M-F 8AM-4:30PM

*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 98366-4687

Phone: 360-337-7129

Fax: 360-337-4645

Email: [auditor@co.kitsap.wa.us](mailto:auditor@co.kitsap.wa.us)

[Kitsapgov.com/auditor](http://Kitsapgov.com/auditor)

CONGRATULATIONS ON YOUR UPCOMING MARRIAGE!

### APPLYING IN-PERSON:

IF BOTH APPLICANTS APPEAR TOGETHER IN OUR OFFICE, ALL STEPS CAN BE COMPLETED IN-PERSON.

- You may complete the [online marriage application](#) before your visit to expedite processing. Make note of the OM#.
- No notary is needed if you apply in-person.
- You can pay by cash, check, money order or card (adds \$2 card fee).
- The license will be issued immediately and three-day waiting period begins.

### Applying by Mail:

- Complete the [online marriage application](#). Note the OM#.
- Print and **notarize** the [Affidavit of Applicant for Marriage License](#).
- Submit your notarized Affidavit of Applicant with:
  - Your return mailing address and phone number
  - Your online application OM#
  - A \$72.00 check or money order payable to Kitsap County Auditor.
  - Mail to: Kitsap County Auditor,  
Attn: Recording, 614 Division St. MS-31, Port Orchard, WA 98366
  - You will receive your Marriage License Packet in the mail.

### REMINDERS

- ✓ The Affidavit of Applicant **must** be notarized to proceed with the marriage license application process (unless done in-person) .
- ✓ Per Washington State Law there is a three-day waiting period which starts when the marriage license is processed.
- ✓ 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.

