

Terms and Conditions for Virtual Services

Upon receipt of this packet, the couple must carefully review and initial next to each item below to confirm that they have read and understood the Terms and Conditions.

Do not sign this page until you are meeting with the Clerk virtually and are directed to do so.

1.  **Technology & Connectivity** Initials: _____

- Customers must use a Zoom-compatible device.
- A stable internet connection and functioning microphone/camera are required
- Technical issues such as poor connectivity, dead batteries, or excessive background noise may result in the rescheduling of the appointment. Repeat issues require an in-person visit.
- If a couple is not connected and visible on Zoom within 10 minutes of the appointment start time, the appointment will be rescheduled. Only two virtual attempts are allowed before requiring an in-office visit.

2.  **Communication & Verification** Initials: _____

- The Clerk's office will attempt contact a maximum of two times for verification, leaving voicemails. If no response, a final email will be sent notifying that this request is cancelled and must then be resubmitted or completed in the office.
- The Clerk will verify the couple's information exclusively with the individuals getting married; information will not be confirmed with third parties.

3.  **Scheduling & Rescheduling** Initials: _____

- Customers may reschedule twice with at least 24-hour notice.
- All appointments are subject to the Clerk's scheduling availability.
- Requested dates may be modified based on staff availability and service demand.
- Weekend requests will be processed on the next business day.
- Same-day or same-week appointments are not available; in-person service is required for urgent needs.
- If an appointment is cancelled without a reschedule date, the process must restart from the beginning.

4.  **Payment & License Issuance** Initials: _____

- All fees for licenses or ceremonies must be paid during the Zoom session.
- Failure to pay during the appointment will result in the requirement to visit in person.

5.  **Virtual Ceremonies** Initials: _____

- Both parties must be located within Florida during the ceremony.
- Ceremonies are scheduled based on availability and are not guaranteed for the requested date.
- Couples may invite guests by forwarding the Zoom invitation email containing the Meeting Link, ID, and Passcode.
- Ceremonies will begin promptly at the scheduled time — we will not delay the start time for guests.

DO NOT SIGN UNLESS IN THE PRESENCE OF THE VIRTUAL CLERK

Signature 1: _____

Signature 2: _____



Virtual Marriage License Request Packet

INSTRUCTIONS:

1. Apply for Marriage License on www.leeclerk.org via our Marriage License Online Application.
2. Complete information for Applicant 1 and Applicant 2 below and complete all information on page 2.
3. Fill out "Statement of Compliance" but DO NOT date and sign the form. This must be signed in front of a clerk during the video conference.
4. If you have a minor child(ren) together that were born in Florida, fill out "Affirmation of Common Child(ren) Born in Florida", but DO NOT date and sign the form. This must be signed in front of a clerk during the video conference.
5. Email completed, unsigned Virtual Marriage License Request Packet and Pre-Marital Course Provider completion certificate (if applicable), to marriage@leeclerk.org with both applicants names in the subject line of the email.
6. A clerk will contact you via phone to verify your information, collect the marriage license fee and set up your video conference appointment.

APPLICANT 1:

Name: _____

Complete Address: _____

Phone Number: _____

Email Address: _____

APPLICANT 2:

Name: _____

Complete Address: _____

Phone Number: _____

Email Address: _____



QUESTIONNAIRE:

- 1. Do you each have access to a computer or phone with Zoom video and audio capabilities? Yes No
- 2. Do you have a credit/debit card to pay for the marriage license? Yes No
 - ❖ If no, your marriage license must be issued in our office.
- 3. Did you take a Premarital Preparation Course from one of our approved providers? Yes No
 - ❖ If yes, you must email the completion certificate with your packet to get credit for the course.

VIDEO CONFERENCE:

- 1. Give 3 dates and times that are convenient for both applicants to attend a Zoom video conference.
 - ❖ We only perform virtual services Monday-Friday.
 - ❖ Dates must be more than 5 business days from date packet is submitted (if needed sooner, couple must come to the office to have license issued).

Date: _____ at (pick one) 9:00AM 10:00AM 11:00AM 1:30PM 2:30PM 3:30PM

Date: _____ at (pick one) 9:00AM 10:00AM 11:00AM 1:30PM 2:30PM 3:30PM

Date: _____ at (pick one) 9:00AM 10:00AM 11:00AM 1:30PM 2:30PM 3:30PM

WEDDING CEREMONY:

****NOTE:** If one or both of you are a Florida resident, and you did not take the premarital course, there is a 3- day waiting period before you can use the marriage license to get married. The 3-day waiting period starts once the actual license is issued by the Clerk’s office.

Our wedding ceremony is already scheduled with our officiant for (date within 60 days) _____ **

OR we would like to schedule an appointment with the Clerk’s Office to marry us on _____ **

- ❖ Choose which ceremony appointment type you would like: Virtual In-Office



Marriage License Kiosk Transaction# _____

STATEMENT OF COMPLIANCE

NAME OF FIRST APPLICANT: _____

1. Yes No Are you a Florida Resident?
2. Yes No Have you completed a Premarital Preparation Course as specified in Chapter 741, Florida Statutes? (If YES, must submit completion certificate)
3. Yes No Have you accessed and read the information contained in the Family Law Handbook outlining the rights and responsibilities of parties to a marriage as specified in Section 741.0306, Florida Statutes? (If NO, must complete before applying for Marriage License)
4. Yes No Do you and Applicant 2 have a minor child together and that child was born in the State of Florida? (If YES, complete an Affirmation of Common Child(ren) Born in Florida form for each child)

NAME OF SECOND APPLICANT: _____

1. Yes No Are you a Florida Resident?
2. Yes No Have you completed a Premarital Preparation Course as specified in Chapter 741, Florida Statutes? (If YES, must submit completion certificate)
3. Yes No Have you accessed and read the information contained in the Family Law Handbook outlining the rights and responsibilities of parties to a marriage as specified in Section 741.0306, Florida Statutes? (If NO, must complete before applying for Marriage License)
4. Yes No Do you and Applicant 1 have a minor child together and that child was born in the State of Florida? (If YES, complete an Affirmation of Common Child(ren) Born in Florida form for each child)

What address will you reside at as a married couple?

Do not sign this form unless in the presence of a deputy clerk.

By our signatures we do hereby swear and affirm that the information contained on this form is true and correct and may be relied upon for the issuance of a marriage license.

Date

Date

First Applicant Signature

Second Applicant Signature



Marriage License Kiosk Transaction# _____

DECLARACIÓN DE CUMPLIMIENTO

NOMBRE DEL PRIMER SOLICITANTE: _____

1. Si No ¿Es usted un residente de Florida?
2. Si No ¿Ha completado un curso de preparación prematrimonial como se especifica en el Capítulo 741, Estatutos de Florida?
3. Si No ¿Ha accedido y leído la información contenida en el Manual de Derecho de Familia que describe los derechos y responsabilidades de las partes en un matrimonio como se especifica en la Sección 741.0306, Estatutos de Florida? (Si no, debe completar antes de solicitar la licencia de matrimonio)
4. Si No ¿Es usted padre de un hijo menor nacido en el estado de Florida con el solicitante 2? ? (En caso afirmativo, complete un formulario de Afirmación de niños comunes nacidos en Florida para cada niño)

NOMBRE DEL SEGUNDO DEMANDANTE: _____

1. Si No ¿Es usted un residente de Florida?
2. Si No ¿Ha completado un curso de preparación prematrimonial como se especifica en el Capítulo 741, Estatutos de Florida?
3. Si No ¿Ha accedido y leído la información contenida en el Manual de Derecho de Familia que describe los derechos y responsabilidades de las partes en un matrimonio como se especifica en la Sección 741.0306, Estatutos de Florida? (Si no, debe completar antes de solicitar la licencia de matrimonio)
4. Si No ¿Es usted padre de un hijo menor nacido en el estado de Florida con el solicitante 1? ? (En caso afirmativo, complete un formulario de Afirmación de niños comunes nacidos en Florida para cada niño)

¿En qué dirección residirán como una pareja casada?

No firme este formulario a menos que esté en presencia de un empleado de la corte.

Mediante nuestras firmas, juramos y afirmamos que la información contenida en este formulario es verdadera y correcta y se puede confiar en la emisión de una licencia de matrimonio.

Fecha

Fecha

Primer firma del solicitante

Segundo firma del solicitante



INFORMATION BELOW FOR USE BY VITAL STATISTICS ONLY – NOT TO BE RECORDED

STATE OF FLORIDA
Department of Health - Office of Vital Statistics
AFFIRMATION OF COMMON CHILD(REN) BORN IN FLORIDA
(TYPE OR PRINT INFORMATION)

Marriage Application Number: _____

SPOUSE'S NAME (First, Middle, Last): _____

SPOUSE'S MAIDEN SURNAME (If different): _____

Date of Birth (mm/dd/yyyy): _____ Birthplace (State/Country) _____

SPOUSE'S NAME (First, Middle, Last): _____

SPOUSE'S MAIDEN SURNAME (If different): _____

Date of Birth (mm/dd/yyyy): _____ Birthplace (State/Country) _____

In accordance with §741.01, Florida Statutes,
we hereby attest that we are the parents of the following minor child(ren) born in the State of Florida.

1. Name of child (As appears on Birth Certificate): _____

Date of birth (mm/dd/yyyy): _____ Birth Certificate number (if known): _____

Place of birth (City): _____ (County): _____ (State): Florida

2. Name of child (As appears on Birth Certificate): _____

Date of birth (mm/dd/yyyy): _____ Birth Certificate number (if known): _____

Place of birth (City): _____ (County): _____ (State): Florida

3. Name of child (As appears on Birth Certificate): _____

Date of birth (mm/dd/yyyy): _____ Birth Certificate number (if known): _____

Place of birth (City): _____ (County): _____ (State): Florida

Do NOT sign this form unless you are in the presence of a deputy clerk.

State of Florida

County of Lee

Personally Known OR Produced identification X

Type of Identification Produced

BY OUR SIGNATURES, we do hereby swear and affirm that all of the information contained herein is true and correct and may be relied upon for the issuance of a marriage license.

Spouse's signature

SWORN to and subscribed before me this

Signature of Deputy Clerk (or notary)

Print or Type Deputy Clerk's Name (or notary)



State of Florida

County of Lee

Personally Known OR Produced identification X

Type of Identification Produced

Spouse's signature

SWORN to and subscribed before me this

Signature of Deputy Clerk (or notary)

Print or Type Deputy Clerk's Name (or notary)





For the Couple:

Please return these instructions along with the completed Marriage License Please view Florida Statute Chapter 741 (www.flsenate.gov) for more information regarding marriage: This license is not valid for a marriage ceremony until after the LICENSE TO MARRY section has been completed and signed by a County Court Judge or the Clerk of the Court. The following may perform marriage ceremonies per Florida Statute Chapter 741:

- A regularly ordained minister or other ordained clergy
- Elders in communion with some church
- All judicial officers (judges)
- Notaries public of the State of Florida
- In addition, the law provides that marriages may be performed among "Quakers" or "Friends," in the manner and form used or practiced in their societies.
- Clerks of Circuit Court and their deputies – **Recording Office Deputy Clerks can perform your marriage ceremony for \$30.00**

NOTE: A marriage license may be obtained from any county in the State of Florida (regardless of where you live), and can only be used to be married **within** the State of Florida. Marriage license is only valid for 60 days from issuance.

The Certificate of Marriage section is to be completed by the person performing the ceremony using only **Black Ink**. The License should be returned to the Clerk of the Court within 10 days after the marriage is solemnized. There is no official record of the marriage until after the document has been returned to the Clerk of the Court which issued the license. After the ceremony, you can bring the license to the Clerk 's Office: *No Appointment is Necessary*

Fort Myers Office: 2115 Second Street, Fort Myers 33901

Cape Coral Office: 1039 SE 9th Place, Cape Coral 33990

or mail the marriage license to: **PO Box 2278, Attn. Marriage License Clerk, Fort Myers, Florida 33902**; enclose a self-addressed stamped envelope for a certified copy of your marriage license. If you have any questions, please call 239-533-5007.

- Line 21-Date of Marriage
- Line 22- City/Town of Marriage
- Line 23a-Signature of person performing the ceremony
- Line 23b-Printed name of person performing the ceremony
- Line 23c-Complete address of person performing the ceremony
- Line 24- Signature of witness (if any)
- Line 25- Signature of witness (if any)

Must be completed by the person who performed the ceremony:

Printed Name

Telephone Number

Please Check the Proper Title:

- Bishop Elder Imam Judge Minister Florida Notary Pastor Priest Rabbi Reverend
 Other: Specify:



Para la pareja:

Por favor, devuelva estas instrucciones junto con la Licencia de Matrimonio completada.

Por favor, consulte el Capítulo 741 de los Estatutos de Florida (www.flsenate.gov) para obtener más información sobre el matrimonio: Esta licencia no es válida para una ceremonia de matrimonio hasta después de que la sección LICENCIA PARA CASARSE haya sido completada y firmada por un Juez de la Corte del Condado o el Secretario de la Corte. Los siguientes pueden realizar ceremonias de matrimonio según el Capítulo 741 de los Estatutos de Florida:

- Un ministro regularmente ordenado u otro clérigo ordenado
- Ancianos en comunión con alguna iglesia
- Todos los oficiales judiciales (jueces)
- Notarios públicos del Estado de Florida
- Además, la ley establece que los matrimonios pueden ser realizados entre "Cuáqueros" o "Amigos", de la manera y forma utilizada o practicada en sus sociedades.
- Secretarios Del Tribunal de Circuito y sus ayudantes – **Los ayudantes Del Secretario de la Oficina de Registros pueden realizar su ceremonia de matrimonio por \$30.00.**

NOTA: Se puede obtener una licencia de matrimonio de cualquier condado Del Estado de Florida (independientemente de dónde viva), y solo se puede usar para casarse **dentro** Del Estado de Florida. La licencia de matrimonio solo es válida por **60** días a partir de su emisión.

La sección Certificado de Matrimonio debe ser completada por la persona que realiza la ceremonia utilizando únicamente **TINTA NEGRA**. La licencia debe ser devuelta al Secretario de la Corte dentro de los 10 días posteriores a la solemnización del matrimonio. No hay registro oficial del matrimonio hasta después de que el documento haya sido devuelto al Secretario de la Corte que emitió la licencia. Después de la ceremonia, puede llevar la licencia a la Oficina Del Secretario: No se necesitan citas

Fort Myers Office 2115 Second Street, Fort Myers 33901

Cape Coral Office: 1039 SE 9th Place, Cape Coral 33990

o enviarla por correo a: **PO Box 2278, Attn. Marriage License Clerk, Fort Myers, Florida 33902**; adjunte un sobre con su dirección y estampilla para una copia certificada de su licencia de matrimonio. Si tiene alguna pregunta, llame al 239-533-5007.

- Línea 21- Fecha del Matrimonio
- Línea 22- Ciudad/Pueblo del Matrimonio
- Línea 23a- Firma de la persona que realiza la ceremonia
- Línea 23b- Nombre impreso de la persona que realiza la ceremonia
- Línea 23c- Dirección completa de la persona que realiza la ceremonia
- Línea 24- Firma de testigo (si alguno)
- Línea 25- Firma de testigo (si alguno)

Debe ser completado por la persona que realizó la ceremonia:

Nombre Impreso

Número de Teléfono

Por favor, marque el título apropiado:

- Obispo Ancianos en comunión con alguna iglesia Imán Juez Ministro Notario de la Florida Pastor
 Sacerdote Rabino Reverendo Otro: Especifique

RECORDING OFFICE PO Box 2278, Fort Myers, FL 33902-2278 | Phone: (239) 533-5007