



Office of the County Auditor-Treasurer

STEARNS COUNTY LICENSE CENTER

Administration Center, Room 130 • 705 Courthouse Square • St. Cloud, MN 56303

Phone: 320-656-6540 • FAX 320-656-3932 • Hours: 8 AM - 4:30 PM Mon – Fri

Civil Marriage License Information Sheet for the Couple

1. The civil marriage **must take place within the geographical boundaries of Minnesota.**
2. The civil marriage license is **valid for six months** after the date shown on the civil marriage license. If you wish to be married after the six-month period has elapsed, a new license must be applied for and the license fees must be paid again.
3. This envelope contains the papers that are necessary to allow the solemnizing of your civil marriage and to make a record thereof. Included in this envelope are:
 - a. A partially completed Civil Marriage License and Civil Marriage Certificate.
 - b. A postage paid envelope addressed to the Stearns County License Center for the officiating person.
 - c. A "Notice to the Person Officiating this Civil Marriage" instruction sheet.
4. Carefully review all of the above contents. Pay particular attention to your names as they are typed on the civil marriage license and civil marriage certificate. **If any of the information is incorrect, please return the forms to our office immediately. The forms must be corrected before you are married!**
5. If you have changed your mind and wish to use a married name that is different from what you originally put on the civil marriage license application, we are able to change the name on the application *prior* to your civil marriage. We will need to have the civil marriage license returned so that a corrected license can be issued. Once you are married, the name can only be changed through a court procedure.
6. Keep this information sheet for yourself. Give the envelope and the rest of its contents to the person who will officiate your civil marriage.
7. After all of the signatures are on the civil marriage certificate, the officiant will separate the Civil Marriage License and Civil Marriage Certificate at the perforation. Within 5 days after the civil marriage ceremony, the officiant will mail the bottom Civil Marriage Certificate form to the Stearns County License Center in the enclosed postage paid envelope and retain the top portion for their records.
8. After we receive the Civil Marriage Certificate at the Stearns County License Center, with the original signatures, we will record the civil marriage in our vital statistics records. We will send a certified copy (with the raised seal) of the civil marriage certificate to the couple. **This is the legal proof of your civil marriage and is the only acceptable proof for official use. Please wait until you receive the sealed certified copy of the civil marriage certificate until you change your name on all other official records.** Additional certified copies of the civil marriage certificate can be obtained from the Stearns County License Centers for a fee.
9. You will need the certified copy when you go to the Social Security Office to change your name on their records. You must update your name with Social Security before you can update your driver's license/ID card. Please call 800-772-1213 or visit their website for directions at SSA.gov
10. You will need the certified copy of the civil marriage certificate when you have your name changed on your driver's license (only after your social security number has been changed) and on your motor vehicle titles.
11. This office has a list of people to contact if you need someone to perform a civil marriage ceremony. Please ask us for a list if you want one. You may also check out our Stearns County web site at: stearnscountymn.gov

♥ Things to do after you say "I Do" ♥

Note: Fees and rules may be subject to change. This list is just a reminder of some of the official records you may want to or need to change. It is not meant to be an all inclusive list.

Social Security

If you change your name, this is your first stop, change your name with Social Security before you do anything else. To change your name on the Social Security records, you will need a certified copy of your marriage certificate. Do to their website at www.SSA.gov to get an application for a new card or to get answers to questions about Social Security. You can also call the Social Security Administration Office toll-free at 1-800-772-1213. The local Social Security office is located at: 3800 8th Street North, Suite 100, St. Cloud, MN 56303. The name change service is free.

Driver's License

If you have legally changed your name by civil marriage, you must apply and pay to have your license updated. You must first update your name with Social Security. You need to bring your certified copy of your marriage certificate as proof of the name change, current driver's license, and if you also moved and have a REAL ID or Enhanced you will need to bring in TWO new proofs of residence documents.

Motor Vehicles Records

Change your Name on your title: Bring in your title, the certified copy of your civil marriage license or your changed driver's license. We will need to see proof of identity. You will need to sign a form to change your name on the title. The owner of the vehicle will need to sign all of the forms.

Adding your spouse to the title: Some chose to add their spouse to the title after marriage. To do this a title transfer from single to joint ownership is completed. In this case, you will need to bring in the certificate of title and any lien release applicable. You will need to know the vehicle's odometer reading. Both parties would need to sign the title. For additional information, visit the state Department of Public Safety web site at www.drive.mn.gov

DNR Records

Update your name and/or address in our offices when you are in for your Driver's License/ID Card. You can also write the DNR at: Department of Natural Resources, License Bureau, 500 Lafayette Road, St. Paul, MN 55155-4026. Give them your name, a list of your DNR vehicles, your old address, your new address and your driver's license number. Remember to sign your note. The DNR web site is www.dnr.state.mn.us and their phone number is 1-800-285-2000.

Permit to Carry

Update your Driver's License/ID card, then take your temporary paper to the County Sheriff's office that you reside in to get this updated.

Post Office

Fill out a change of address form at the post office. You can also update your Voter Registration at this time if you haven't yet.

Passport

To change the name on your passport when your passport is still valid, one of the passport forms (DS5504 or DS82) needs to be completed. The Stearns County Treasures office has these forms or you may get them from the web site www.travel.state.gov. There is no fee for this service if your passport is current and was issued within one year of the current date. If issued over one year ago, there is a fee to change your name. You will need new passport photos regardless of when the passport was issued. Your amended passport and any documentary evidence will be returned to you by first-class mail.

Voter Registration

Do you need to register to vote? You may pick up a voter registration card from the County Auditor's Office, update at the same time as your Driver's License/Identification Card, or when you update with the Post Office.

Homestead

Anytime someone gets married a new homestead application is needed. Even if the new spouse is not a deeded owner we do need a new homestead application, statute states that both spouses must apply and supply their SSNs. Visit the homestead page for details <https://mn-stearnscounty.civicplus.pro/485/Homestead>

Notary

Contact the Office of the Secretary of State of Minnesota by phone at 651-296-2803 for the procedure to change your name on your notary. You may also write: State of Minnesota, Secretary of State, 180 State Office Building, St. Paul, MN 55155. We encourage you to visit their web site at www.notary.sos.state.mn.us. The web site has links to the Minnesota Notary Statutes and fast access to the information and forms you need to make your name change.

Name change Application and residing in same county:

Upon receipt of your new commission, you must re-register your commission with the county office that records vital records of the county for which you are commissioned. There is no fee to reregister in the Stearns County.

Change of Residence to a New County:

You must notify the Secretary of State's Office of any address change within 30 days. If you changed your address to a new county, you will need to re-register with that county's vital records department and pay the \$20.00 to file your signature.

Your Employer

Do you need to complete a new Form W-4 – Employee's Withholding Allowance Certificate? Complete Form W-4 so your employer can withhold the correct federal income tax from your pay. Because your tax situation may change after the civil marriage, you may want to look at your withholding. Also make sure that your employer has your correct married name and address. Take a close look at each of your employee-benefit options.

Bank Records

Check your bank records to make sure that your name and address are correct.

IRS

(Change your W-4 – see "**Your Employer**" above) To avoid a tax refund delay, make sure that your name is the same on your Social Security records, your IRS records, and your records at your place of employment. To obtain an IRS change of address form, call 1-800-829-1040 or visit their web site at www.irs.gov and click on Form 8822.

You may also want to:

- Check the beneficiaries on your insurance policies.
- Change your in case of emergency contact person information.
- Take a look at your retirement funds and health insurance policies to determine if any changes need to be made.