



Lisa M. Grayson, Esq.
Register of Wills & Clerk of Orphans' Court
1 Courthouse Square, Suite 102
Carlisle, PA 17013



INSTRUCTIONS FOR APPLYING FOR A MARRIAGE LICENSE THROUGH THE USE OF VIDEO TELE-CONFERENCING

At her discretion, the Orphans' Court Clerk is authorized, but not required to use video tele-conferencing (VTC) or other electronic measures to facilitate marriage applications during the COVID-19 Pandemic as per Administrative Order from the Cumberland County President Judge and Emergency Order of the PA Supreme Court.

The couple must have the ability to scan, email, and print documents and have any technology to accept and communicate by video call, such as a smartphone, personal computer, or tablet. Cumberland County uses [Cisco WebEx](#).

In order to proceed by VTC, the following steps must be taken by the couple:

1. E-file for your marriage license online at www.ccpa.net/mlapp . This page contains pertinent information about applying for a marriage license, including instructions and link to e-file a marriage license. Carefully read the instructions and follow the prompts for e-filing. Please write down your transaction number. No need to print confirmation.
2. Send the following information to our office (if emailing, put last name in subject line):
 - i. Your transaction number
 - ii. Your marriage date and if you have an officiant scheduled
 - iii. Social Security number of each applicant
 - iv. Email(s) and phone number(s)
 - v. Photo identification of each applicant (passport including visa, driver's license, or state-issued ID).
 - vi. If previously married, a copy of your most recent divorce decree or a death certificate if widowed.
 - vii. If the applicant's name on the presented identification does not match the name on the divorce decree, proof of name change is required.
3. After all information is reviewed and confirmed, we will email your application. Once you receive and print off your application, call the office to schedule a time for the VTC.
4. Both applicants must be present during the video conference (can be at different locations). Through the camera each applicant must show their identification.
5. Applicants must also be able to orient their camera so that it is possible for the office representative to view them taking their oath and signing their printed application.
6. Immediately after the video conference, the couple must mail their original application, a self-addressed stamped envelope and the marriage license fee of \$ 55.00 to the address above.
7. Once the application is received, the Clerk of the Orphans' Court or her Deputy will issue the marriage license which will become valid after the three-day waiting period. **The license is valid for sixty (60) days only.**

Phone: 717-240-6345

Fax: 717-240-7797

Toll Free: 888-697-0371-x6345

Email: regofwills@ccpa.net