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Register of Wills & Clerk of Orphans' Court
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Carlisle, PA 17013



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

At her discretion, the Orphans' Court Clerk is authorized, but not required to use video conferencing (VC) 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 Zoom.

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

1. E-file for your marriage license online at www.ccpa.net/mlapp . **ALL QUESTIONS MUST BE ANSWERED** including all middle names of applicants and parents. If you or your parents are retired, please add your usual occupation. City and State are sufficient for parents' residence. 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 call you to schedule the video conference. We will then send you confirmation of the date and time with a link to the meeting.
4. We will also email your application. Please print your application on 8 1/2 x 11 paper using "fit to size" if necessary to get all signature lines.
5. Both applicants must be present during the video conference (can be at different locations). Through the camera each applicant must show their identification.
6. 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.
7. 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.
8. 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.**

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