Marriage License by Mail/Dropbox Instructions

In accordance with Governor Polis’ Executive Order D-2020-014, the Denver Clerk and Recorder is temporarily issuing marriage licenses through application by mail or dropbox until further notice.

To ensure proper processing, follow the instructions below:

**Step 1: Complete the Application:** Type your information in the fillable marriage application and checklist. Even if you have filled out the application online previously, you will need to fill out the application form again. For guidance on filling out the application, see this sample of a filled-out application with the required fields highlighted.

**Step 2: Sign the Application:** Print out the application. Each party must sign as Party One or Party Two as appropriate.

**Step 3: Provide Identification:** Make photocopies of your valid identification, such as a driver’s license issued in the United States, passport, military ID, or state-issued ID card.

**Step 4: Include Payment:** Please write a check payable to the Manager of Finance for $30. Call 720-865-8699 for instructions on paying with a credit or debit card. **CASH PAYMENTS ARE NOT ACCEPTED. DO NOT MAIL CREDIT CARD INFORMATION WITH YOUR DOCUMENTATION.**

**Step 5: Provide other documentation:** A divorce decree is needed if either party finalized a divorce in the last 30 days. A **Social Security Affidavit** is required for any party who does not have a social security number. A judicial order is needed if either party is age 16 or 17.

**Step 6: Mail documentation or submit via dropbox:** Send required documentation and payment to:

Denver Clerk and Recorder
201 W. Colfax Ave. Dept. 101
Denver, CO 80202

You can also submit your documentation and payment using our dropbox, located outside the Court Place entrance to the Wellington E. Webb Building, at 201 W. Colfax Ave.

**Step 7: County processes application:** The Denver Clerk and Recorder’s office will receive your application and contact you by phone if additional information is required. If the application is complete and nothing further is needed, our clerks will issue the marriage license and mail it to the mailing address you provided.

**Step 8: Sign the Marriage License:** Once you receive the marriage license in the mail, follow the instructions on our website for solemnization. Once the marriage license is completed, mail it back to the Denver Clerk and Recorder’s Office (to the address above) or submit it via dropbox.