

FRANKLIN COUNTY CLERK OF THE ORPHAN'S COURT

VIDEO CONFERENCING PROCESS FOR VIRTUAL MARRIAGE LICENSE APPLICATIONS BEFORE THE CLERK OF THE ORPHANS' COURT AS AUTHORIZED BY ADMINISTRATIVE ORDER OF THE PRESIDENT JUDGE AND EMERGENCY ORDER OF THE PA SUPREME COURT

At his discretion, the Clerk of the Orphans' Court of his staff is authorized, but not required to use video conferencing and other technology to assist in the issuance of marriage licenses. This is not a guaranteed service and will be decided on a case by case basis and is reserved for residents of Franklin County, with a wedding date set within the next 30 days. The full process could take up to seven days for the couple to receive their Marriage License. The couple must have the ability to scan, e-mail and print documents and have any technology to accept and communicate by video call, such as a smartphone, tablet or personal computer. If using a smart phone/tablet, the couple should download the Google Meet application. If using a personal computer the couple must use a Chrome internet browser.

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

1. Fill out online Marriage License by Following this link: [Start A New Marriage License Application](#). On this page you will find pertinent information concerning applying for a marriage license. This page also contains the instructions and link to apply for an online marriage license. Carefully read the instructions and follow the prompts for applying online. Please make note of your transaction, as a representative from our office will need this to access your information and you will need to provide this to make your payment.
2. Photo Identification must be presented by both applicants. A passport, driver's license, or state-issued ID are acceptable forms of identification.
3. If married previously, each applicant must present their divorce decree from their most recent marriage or death certificate of their late spouse. If the applicant's name on the presented identification does not match the name on the divorce decree, proof of name change required.
4. Call this office at (717)261-3805 to speak to a representative. During this call, the representative will give you and e-mail address where you can send any applicable documentation, **including the Officiates name, title and phone number**. After the representative reviews your information, they will provide an appointment time for your video conference.
5. Both applicants must be present during the video conference. Through the camera each applicant must show their identification and any of the documentation that they had previously e-mailed. They 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. The fee for the application must be paid by credit card prior to setting up the video conference time by calling our Vendor AllPaid at 888-604-7888. The fee is \$55.00 plus a credit card processing fee of \$1.21. The credit card must be in one of the Applicant's name and when you call in you will need to also provide them the online marriage application number. You will need to give them the PLC A00364 #, Marriage Application #, and credit card #.
7. Once our office has proof of payment, we will then hold the Video Conference. During this, the couple must be able to print out the Application we emailed to them and sign the application in front of the camera.
8. Once we receive the email of the scanned Application, the Clerk of the Orphans' Court or his staff will issue the marriage license. After the license is issued, there is a three-day waiting period before the license becomes valid. The license is valid for sixty days only.