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Clerk of Court & Clerk of Orphans' Court
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INSTRUCTIONS FOR APPLYING FOR A MARRIAGE LICENSE THROUGH THE USE OF VIDEO CONFERENCING

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 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. Adams County uses Microsoft Teams to conduct their video meeting.

This page contains pertinent information about applying for a marriage license, including instructions and links to e-file a marriage license. Carefully read the instructions and follow the prompts for e-filing.

1. E-file for your marriage license by downloading our free mobile application [Adams County Clerk of Courts](#) or go to <https://countyfusion11.kofiletech.us>. **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. It is important to answer each question in full, ensuring no spelling errors and including the complete response.
2. After completing your marriage application, you will need to pay the \$71.00 application fee and schedule a video meeting. Go to Orphans Court; Marriage Information; Video Marriage Application Appointment on our mobile app. to schedule a meeting. You must schedule this appointment as we do not contact you. You may also schedule and make payment by going to www.adamscounty.us.
3. You will receive an email confirmation of the date and time of your video marriage with a link to the meeting. In the event you need to reschedule your appointment, you can do so yourself by going into the email for the original appointment.
4. Payment and the application are required to be completed the day before your scheduled meeting. If either one is missing the morning of your meeting, the appointment will be cancelled, and you must reschedule for another day.
5. The morning of the video meeting, we will email your application proof. You must review it for accuracy and check for any spelling errors. Any corrections **MUST** be made prior to the video meeting. There is a \$60.00 filing fee required if corrections need to be made after the application is completed. Upon the Clerk of Court emailing the final application, you will need to print your application on **8 1/2 x 11** paper using "**fit to size**" if necessary, to get all signature lines.
6. During the video meeting, both applicants must be present, at the same location. Through the camera, each applicant must provide the following documents.
 - i. Photo identification of each applicant (passport including visa, driver's license, or state-issued ID).
 - ii. If previously married, a **CERTIFIED** copy of your most recent divorce decree or a **CERTIFIED** death certificate if widowed.
 - iii. If the applicant's name on the presented identification does not match the name on the divorce decree, proof of name change is required.
7. 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.

8. Immediately after the video conference, the couple must mail their original application along with a **6 x 9 or larger self- addressed stamped envelope**.
9. 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**. The license will be returned to the applicants in the self-addressed stamped envelope.

If additional certifications of marriage are requested, you can obtain a certification online by going to <https://countyfusion11.kofiletech.us>. A link is also available on our mobile app and county website.

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