

MARRIAGE APPLICATION PROCEDURES

(Where one or both parties are non-citizens)

1. \$52.00 application and affidavit fee payable to the Clerk of Courts.
2. Fill out marriage application forms: (PLEASE TYPE)
Section I. #'s 1-9
Section II. #3 Witness names
 #4 Name and Title of person who will be performing ceremony (if ceremony performed outside of court)
3. Complete affidavits (PLEASE TYPE) and attach copies of divorce decrees if previously married. Have the affidavits notarized. To notarize the affidavits at the Clerk of Courts, please bring valid identification, i.e. Driver's License, passport, etc. \$6.00 Notarization fee will be assessed.
4. Pay \$100 marriage license fee at the National Treasury Collection Office located at the Bureau of Finance next to the Palau National Gymnasium.
5. Bring all documents and photocopies of passport/work permit to President's Office at Ngerulmud, Melekeok for the President's approval and signature. Make sure that President or designee's name and title is typed in by office approving said application.
6. If Ceremony is to be performed by a Judge then return to Clerk of Courts for scheduling. Due to court caseload, marriage ceremonies will be scheduled at least two weeks from date of submission of documents.

Court Ceremony Fee:

- \$50.00 (Monday to Friday 7:30 - 4:30 @ courthouse) payable upon scheduling of the ceremony.
- Fee will vary for requests for any other date, time and location other than stated above

7. Return completed forms to Clerk of Courts Office after ceremony for registration and filing

TELEPHONE #'s

Clerk of Courts:

Koror: 488-2607/4979/3331

Melekeok: 767-2607

Office of the President: 767-2403