



Kelly A. Lawver  
Clerk of Court & Clerk of Orphans' Court  
117 Baltimore Street, Room 103  
Gettysburg PA 17325



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

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 submitting the marriage application, you will be directed to the uploads form where both applicants' must upload their government issued photo identification along with the most recent **CERTIFIED** divorce decree and/or death certificate, if applies.
3. After uploading documents, click on the link to schedule your video meeting. You may also schedule on our mobile app by going to Orphans Court; Marriage Information; Video Marriage Application Appointment or you may also schedule by going to [www.adamscountypa.gov](http://www.adamscountypa.gov).
4. You will receive an email invitation 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.
5. Applicants will receive an electronic notification requesting payment the day before their scheduled appointment. Payment is required to be completed the day before your scheduled meeting. If payment is not received by 8:15 a.m the morning of your video, the appointment will be canceled, and you must reschedule for another day. There are no exceptions.
6. 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.
7. During the video meeting, both applicants must be present. Once the application is complete, the marriage license will become valid after the three-day waiting period. The license is valid for sixty (60) days.

If additional certifications of marriage are requested, you can obtain a certification online by going to [www.adamscountypa.gov](http://www.adamscountypa.gov).

Email:

[klawver@adamscountypa.gov](mailto:klawver@adamscountypa.gov)

Phone: 717-337-9806

Fax: 717-334-9333