

Wedding Information

360-876-1701

Congratulations on your upcoming wedding celebration!

Call 360-876-1701 to schedule a wedding ceremony with this Court or complete the form at the bottom of this information sheet. To schedule a wedding by phone, please call or leave a message at the Municipal Court at 360-876-1701. If you leave a message make sure to state the day and time you would like, along with your name and daytime telephone number. A judge will return your call within 1 work day.

Reservations Required. All Municipal Court weddings must be scheduled in advance with a judge.

Who May Solemnize. The following officers and persons, active or retired, may solemnize marriages – Supreme Court justices, judges from a Court of Appeals, Superior Court, District Court, Municipal Court, and Tribal Court, and any regularly licensed or ordained minister or any priest, imam, rabbi or similar official of any religious organization. RCW 26.04.050.

Marriage License Required. A marriage license issued by a county Auditor/Recorder is required. The Kitsap County Auditor's Office, located at 619 Division Street, Port Orchard, WA 98366, may be contacted at 360-337-4935. For more information about weddings, please visit the Auditor's Marriage License link at <https://spf.kitsapgov.com/auditor/>.

Two (2) Witnesses Required. Two witnesses must be present during the ceremony. You are responsible for making sure witnesses are present. The Municipal Court has a large courtroom so many guests are permitted.

3-Day Waiting Period. Washington law requires a 3-day waiting period, beginning the day after you apply for the license with the Auditor. Once the 3-day waiting period has been met, the license must be used within 60 days and is valid only in the State of Washington.

Apply for License on - *	First Day You Can Marry Is -
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday
Thursday	Sunday
Friday	Monday

*The 3-day waiting period does not begin until you have appeared in the office of the Auditor/Recorder and **purchased** the license.

Judge Availability and Wedding Location. Most Municipal Court wedding ceremonies are performed at the Port Orchard Municipal Courthouse during work weekdays starting

around 4:30 pm. Judges are not available during the work day. Ceremonies may also be performed on weekends, during holidays or at a different location depending upon judge availability.

Courthouse Location. The Port Orchard Municipal Courthouse is located at 216 Prospect Street, Third Floor, Port Orchard, WA. The building closes at 4:30 pm.

Please note that when you arrive for your wedding, please do not enter the building until the Judge is present to escort you into the building. If you arrive before 4:30 pm and enter the building without the Judge, you will need to exit the building at 4:30 pm when the doors to City Hall are locked. You will not be allowed to wait in the building if the Judge is not present.

Call the Court or Return the Form Below to Municipal Court. You may complete the bottom portion of this form and send it to Municipal Court. The judge will then call you as soon as possible.

Judge Timothy Drury

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WEDDING CEREMONY REQUEST

Wedding Couple's Names	Daytime Phone	Evening Phone	Best time to call

Preferred Wedding Date: _____

Preferred Wedding Time: _____

Preferred Wedding Location –

Port Orchard Municipal Court

Other: _____

RETURN FORM TO:
PORT ORCHARD MUNICIPAL COURT
216 PROSPECT STREET, 3RD FLOOR
PORT ORCHARD, WA 98366