



How to Apply for Marriage License in Dade and Broward

At the time that this is written, below are the steps for obtaining a marriage license. Please keep in mind that procedures may change.

Miami Dade

1. Determine what date and time works best for 1-2 team members and your matched family (must reside in Dade) and ensure that your family understands it's important to adhere to the agreed date/time.
 - In general, it is best to secure an early morning appointment as there are less people and it's easier to hear the virtual interpreter this way.
 - Try to give at least 1 weeks notice so that a court certified interpreter is available (see point 4).
2. Visit the Court website and fill out the online Pre- Application. Social Security numbers are needed for the application. You will need the pre-application number for Step 3.
 - <https://www2.miami-dadeclerk.com/mlsweb/>
3. Contact Saydie Rodriguez, manager at the Marriage License Bureau Miami-Dade County Clerk of Courts with requested date options. Provide your pre-application number.
Saydie.Rodriguez@miamidade.gov | 786-469-2405 (direct line)
4. After securing a date and time with Saydie, contact Alexandra and Sara at Tarjimly. They will source a court-certified interpreter and confirm the interpreter's availability.
alexandra@tarjim.ly | sara@tarjim.ly
 - The process typically takes about 1 hour
 - The cost of an interpreter is \$35/hr and can be paid with team funds
 - The interpreter must be court-certified and that's why it's recommended to do this with Tarjimly as they already meet the qualifications.
5. Prior to the appointment date and once the interpreter is confirmed, schedule a Zoom Invitation for the marriage license appointment date and time. The court-certified interpreter will assist virtually and Zoom will be used in court for this purpose.
 - For the zoom, send invitations to Alexandra and Sara as well in case any connectivity issues with the interpreter arise.

- The team member (s) going in person with the family to court will need to take a laptop and connect to zoom on the day of.
6. On the day of the appointment, be sure to bring physical original forms of identification for the matched family. Connect to zoom.
 7. If a marriage ceremony is taking place after obtaining the marriage license, RAA has a notary on their Board of Directors and she can assist with notarizing. Amelia Gowdy.
asgowdy@gmail.com | amelia@refugeeassistancealliance.org | 305-494-0872

Broward

Please note: Broward's procedures are very different from Miami Dade's.

1. Determine what date and time works best for 1-2 team members (AND an RAA Interpreter) and your matched family. Ensure that your family understands it's important to adhere to the agreed date/time.
 - Broward does not have an online appointment system. Everything is walk-in. Therefore, it is recommended that families and teams go early in the morning. The office is open from 8:30 a.m- 5 p.m. Monday through Friday.
 - For any questions, please contact Jen, the manager of the license office: 954-831-7284
2. **Broward does not allow virtual interpreters therefore you must have an in-person interpreter join the family at the court on the day of the court visit.**
 - If you don't already have an interpreter on your team, RAA can assist with an interpreter from our directory. Please provide at least one full week from the date you request to the date of your court visit, in order to allow ample time to secure an interpreter.
 - Interpreters must have a state-issued driver's license and be 18 years of age.
3. On the day of the court visit, interpreters will be asked to present their driver's license and fill out a form authorizing them to lead the translation. Interpreters will be contacted down the line if there are any questions with the family's marriage license paperwork.
4. Required on the day of the court visit: please bring forms of ID for the family including social security cards.
5. If a marriage ceremony is taking place after obtaining the marriage license, RAA has a notary on their Board of Directors and she can assist with notarizing. Amelia Gowdy.
asgowdy@gmail.com | amelia@refugeeassistancealliance.org | 305-494-0872