

TRAVIS COUNTY CORRECTIONAL FACILITIES

EXTERNAL MARRIAGE REQUEST (Initiated by Outside Applicant)

Ceremonies are held on-site, the first Sunday of each month from 9 a.m.-1 p.m. and are scheduled as space allows. The outside applicant, at their own expense, must pay to secure the marriage license, supply a licensed officiant, and schedule a time slot through the facility. The facility will contact the outside applicant after the incarcerated individual is approved to proceed with the marriage. Attendance is limited to the two individuals (i.e. the outside applicant and the licensed officiant); no witnesses or minors, no rings, or physical contact are permitted. The ceremony may be conducted through glass via onsite phone. Afterward, the incarcerated individual is subject to an unclothed search.

All costs for the license, officiant, or related services must be covered at the expense of the outside applicant and incarcerated individual. Applicants with active warrants, protective orders, or no contact orders will be denied.

Step-by-Step Overview:

1. When an inmate in our custody desires to seek a legal marriage to an individual not in custody, the outside applicant will obtain an Absentee Marriage License Application from any county clerk's office in the State of Texas for the incarcerated individual to fill out. The outside applicant will complete PART A of this form and mail both forms to:

Travis County Correctional Complex Mailroom, 3614 Bill Price Rd, Del Valle TX 78617.

Please address it "Care of (C/O) Inmate Marriage Review team" and include recipient's full name and booking number.

OR

Email InmateMarriages@traviscountytexas.gov.

Please include recipient's full name and booking number in the subject line.

2. The incarcerated individual will complete PART B of this form with an officer witnessing the inmate's signature; The supervisor will review the inmate's incarceration file and make a recommendation based on the safety and security of the facility and to the public. The Marriage Request form will be routed through the Chain of Command to the building/section Lieutenant.
 - a If the building/section Lieutenant approves the marriage request, the approved application will be routed to the captain's assistant who will notify the inmate if the request is approved. The original request is kept in the Captain's Office, pending the completion of the wedding. Upon completion of the wedding or upon ATW status it is sent to Records for the inmate's permanent inmate file.
 - b Should the building/section Lieutenant deny the marriage request, the building/section Captain will review the decision to ensure that the denial is based on clear penological interests. The captain's assistant will notify the inmate, and the denial is sent to Records for the inmate's permanent inmate file.

3. If approved, the incarcerated individual will complete the Absentee Marriage License Application, sign before an officer and notary. Once the incarcerated individual's signature is notarized and fees paid from their inmate trust fund account, the Absentee Marriage License is mailed back to the outside party by the inside incarcerated individual.
4. The outside party will receive a call from the Facility Captain's Office notifying the outside party of their approval and to move to step 5.
5. The applicant must obtain a marriage license and pay associated fees to the county clerk's office. The responsibility for obtaining the application for a marriage license belongs to the individual not in custody. A marriage license application may be obtained from the Travis County Clerk's Office by the individual not in custody. This person should comply with all instructions from the County Clerk's Office.
6. Once the license has been secured, you can contact the facility to schedule your wedding. Phone number will be provided upon the approval call from the Facility Captain's Office (step 4).
7. When the individual not in custody contacts the appropriate Captain's assistant to schedule the ceremony, the captain's assistant will review the inmate's security status to ensure nothing has changed. Notification of continued approval and the date and time of the ceremony will be forwarded to the HVU or TCJ Lieutenant and the inmate's Building/Section Lieutenant. Courtesy notifications are sent to reception at both locations.
8. Secure a qualified and licensed officiant at your own expense.
9. Both you and the officiant must pass a warrant check at least 10 days before the ceremony. Applicants with active warrants, protective orders, or no contact orders will be denied.
10. Bring your valid government issued ID and the original marriage license on the day of the ceremony and ensure the dress code for visitation followed (guidelines can be found at www.tcsheriff.org/inmate-jail-info/inmate-info/visit-an-inmate.)

PART A -To be completed by Outside Party/Applicant

Full Legal Name: _____

Date of Birth: _____

Driver's License or ID #: _____

Mailing Address:

Phone: _____

E-mail: _____

Inmate Name and Booking #: _____

Signature of Outside Party/Applicant: _____ Date: _____

PART B — To be completed by Incarcerated Individual

Inmate Name: _____

Booking #: _____

Housing Unit: _____

☐ I DO wish to proceed with marriage

☐ I DO NOT wish to proceed with marriage

Inside Party Signature: _____ Date: _____

Please write or type in neatly and legibly.

PART C — Facility Review (Staff use only)

Sergeant Name / Signature: _____

Date : _____

☐ Approve

☐ Deny

Lieutenant Name / Signature: _____

Date : _____

☐ Approve

☐ Deny

Captain Name / Signature: _____

Date : _____

☐ Approve

☐ Deny

Sergeant Notes: _____

Lieutenant Notes: _____

Captain Notes: _____

NOTE: All participants must comply with TCSO Policy 03 01 23, Inmate Marriages. Weddings occur onsite; all inmates are subject to an unclothed search upon return to housing. No guests, photographs, food, or gifts are permitted.