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|  **MARRIAGE APPLICATION** |
| **DATA REQUIRED BY THE PRIVACY ACT OF 1974** |
| **AUTHORITY:** Title 10, U.S.C. 8013 **PRINCIPAL PURPOSE:** To ensure that the civilian member has the necessary information to make an informed decision before marrying overseas and to ensure the member complies with United States and host nation law. **ROUTINE USES:** Information will be used for ensuring the civilian member has all the information necessary to make an informed decision and is complying with United States and host nation law. **DISCLOSURE:** Disclosure of information is voluntary; failure to give this information may result in delay.  |
| **U.S. CIVILIAN TO U.S. CIVILIAN MARRIAGE INSTRUCTIONS** |
| **Congratulations on your engagement! The Legal Office is honored to facilitate your marriage in Misawa. To marry in Japan, you must follow the instructions outlined below: (Initial or write N/A)**\_\_\_\_\_\_\_ 1. Complete this Marriage Application.\_\_\_\_\_\_\_ 2. Draft and complete the required “Joint Affidavit” using the template provided in this application.\_\_\_\_\_\_\_ 3. Provide original or certified copies of you and/or your intended spouse’s finalized divorce decree(s). \_\_\_\_\_\_\_ 4. Provide original or certified copies of you and your intended spouse’s passport or birth certificate.\_\_\_\_\_\_\_ 5. Provide a notarized “Statement of Consent” from you and/or your intended spouse’s parent or legal guardian if either of you is less than 20 years old, the legal age to marry in Japan. Include:* Full name and legal residence of the person being granted permission to marry;
* Full name and legal residence of the intended spouse;
* Date permission is granted; AND
* Full name, legal residence, and relationship of the person(s) granting permission.

\_\_\_\_\_\_\_ 6. Bring your completed application and supporting evidence to the Legal Office for final approval.\_\_\_\_\_\_\_ 7. Provide contact information to front desk paralegal to schedule an appointment for your marriage consultation with Mr. Yamauchi in the Legal Office.\_\_\_\_\_\_\_ 8. Provide Mr. Yamauchi with the full name (and full middle names if available) and date of birth of the two individuals that will act as your marriage witnesses. Both witnesses must be 20 or older. \_\_\_\_\_\_ 9. During your marriage consultation, Mr. Yamauchi will translate your Joint Affidavit and help you fill out the Japanese Marriage Registration Form (*Kon-in Todoke*).\_\_\_\_\_\_ 10.At the conclusion of your appointment, Mr. Yamauchi will schedule your marriage ceremony.\_\_\_\_\_\_ 11. Your marriage ceremony will be held in the Misawa Legal Office courtroom. You and your guests are required to wear appropriate attire; no flip-flops or clothing with profanity. Additionally, please notify the Legal Office in advance if you plan to have more than five guests attending.\_\_\_\_\_\_ 12. During your marriage ceremony, Mr. Yamauchi will ask you and your intended spouse to sign the Joint Affidavit. Each of your witnesses will sign the document. Finally, an officiating officer will swear in you and your intended spouse, ask you both questions and sign. \_\_\_\_\_\_ 13. After the ceremony, you and your spouse will have time to celebrate with your guests. The Legal Office encourages you to take photos and will have various marriage props available for your use.\_\_\_\_\_\_ 14. Mr. Yamauchi will register your marriage with Misawa City Hall, which requires a 1,400 yen filing fee. Once registered, you will be legally married! For extra copies, Misawa City charges 1,400 yen.\_\_\_\_\_\_ 15. Mr. Yamauchi will translate your marriage certificate from Japanese to English.**CONGRATULATIONS! YOU ARE NOW MARRIED IN MISAWA!** |
| **SECTION I - PERSONAL DATA OF APPLICANT U.S. CIVILIAN MEMBER** |
| APPLICANT (LAST NAME, FIRST NAME, MIDDLE NAME) | SOCIAL SECURITY NUMBER  |
| GRADE | BRANCH | DEROS | SOFA EXP DATE |
| COMPLETE MAILING ADDRESS (Include ZIP code)  | STATE OF LEGAL RESIDENCE |
| PLACE OF BIRTH (City, State, Country)  | DATE OF BIRTH (YYYYMMDD)  |
| CITIZENSHIP  | NUMBER OF DEPENDENTS  |
| MARRIAGE CEREMONY LOCATION (City, Country) **Misawa Air Base, Japan** |  |
| **PAST MARRIAGES OF APPLICANT**  |
| FORMER SPOUSE’S NAME  | DATE TERMINATED | REASON FOR TERMINATION (Divorce, Annulment, Death) |
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| **DEPENDENTS OF APPLICANT**  |
| DEPENDENT’S NAME  | DATE OF BIRTH | RELATIONSHIP  | ADDRESS (Include ZIP Code)  |
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| **I certify that the contents of this form are accurate and complete and understand that knowingly falsifying this document may result in disciplinary action through the Misawa Civilian Adjudication Program.**  |
| **Date (YYYYMMDD)**  | **Name and Grade** | **Signature of Applicant**  |
| **SECTION II - PERSONAL DATA OF U.S. CIVILIAN INTENDED SPOUSE** |
| INTENDED SPOUSE (LAST NAME, FIRST NAME, MIDDLE NAME) | SOCIAL SECURITY NUMBER  |
| GRADE  | BRANCH | DEROS | SOFA EXP DATE |
| CURRENT MAILING ADDRESS (Include ZIP code)  | STATE OF LEGAL RESIDENCE |
| PLACE OF BIRTH (City, State, Country)  | DATE OF BIRTH (YYYYMMDD)  |
| CITIZENSHIP  | NUMBER OF DEPENDENTS  |
| MARRIAGE CEREMONY LOCATION (City, Country) **Misawa Air Base, Japan** |  |
| **PAST MARRIAGES OF INTENDED SPOUSE** |
| FORMER SPOUSE’S NAME  | DATE TERMINATED | REASON FOR TERMINATION (Divorce, Annulment, Death) |
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| **DEPENDENTS OF INTENDED SPOUSE** |
| DEPENDENT’S NAME  | DATE OF BIRTH | RELATIONSHIP  | ADDRESS (Include ZIP Code)  |
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| **I certify that the contents of this form are accurate and complete and understand that knowingly falsifying this document may result in disciplinary action through the Misawa Civilian Adjudication Program.**  |
| **Date (YYYYMMDD)**  | **Name** | **Signature of Intended Spouse** |

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| **SECTION III – MARRIAGE CEREMONY WITNESSES**  |
| **INSTRUCTIONS:** Provide the full name (and full middle names if available) and date of birth of the two individuals that will act as your marriage witnesses. Both witnesses must be 20 or older. |
| WITNESS #1 (LAST NAME, FIRST NAME, MIDDLE NAME) | DATE OF BIRTH (YYYYMMDD) |
| WITNESS #2 (LAST NAME, FIRST NAME, MIDDLE NAME) | DATE OF BIRTH (YYYYMMDD) |

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| **SECTION IV – JOINT AFFIDAVIT FOR U.S. CITIZEN TO U.S. CITIZEN** |
| **INSTRUCTIONS:** Draft the required “Joint Affidavit” on Microsoft Word in Times New Roman, on 1 page, using the template and example provided on the pages to follow. Below provides a numbered guide for the template on the next page. The following page provides an example of a completed Joint Affidavit. Make sure you do not sign the affidavit yet! |
| **TEMPLATE GUIDE:** The following numbers correspond with the numbers on the template on the next page. Replace the numbers with the appropriate responses outlined below:1. Husband’s full legal name (include full middle name).
2. Wife’s full legal name (include full middle name).
3. Father’s full legal name it appears on birth certificate.
* If adopted, include full legal name as it appears on an adoption certificate.
* If the full name of father is unknown, exclude this line.
1. Mother’s full legal (married) name it appears on birth certificate.
2. Home address in the U.S.
3. Date Month Year (Ex. 24 March 1980)
4. City, State
5. If you are a government employee, identify your title (Civilian Contractor, DoDEA Employee, etc.).
6. Evidence of your U.S. citizenship: Birth Certificate, U.S. Passport No., or Naturalization Certificate.
7. Misawa Air Base, Japan
8. Do not sign this document yet. You will sign at the Legal Office on the day of your marriage ceremony.
9. If neither of you have been divorced. Stop here.
10. If either or both parties have been divorced:
11. Full legal name (include full middle name) of husband/wife.
12. Date of divorce decree.
13. Full legal name of former husband/wife as it appears on divorce decree.
14. Name of the court as it appears on divorce decree.
15. Name of county as it appears on divorce decree.
16. Name of city or town as it appears on divorce decree.
17. Name of state as it appears on divorce decree.
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| **SECTION IV – JOINT AFFIDAVIT TEMPLATE** |

SERVING WITH THE UNITED)

STATES ARMED FORCES AT )

MISAWA AIR BASE, JAPAN )

 JOINT AFFIDAVIT OF:

 **[1]** **Groom** &  **[2]** **Bride**

Declarants:

\_\_ **[1]** , the Xst son of  **[3]** and **[4]** , citizens of the United States of America.

Legal Address: **[5]**

Date of Birth : **[6]**

Place of Birth : **[7]**

Occupation : **[8]**

Evidence of Citizenship: **[9]**

Local Address: **[10]**

\_\_ **[2]** , the Xth daughter of  **[3]** and **[4]** , citizens of the United States of America.

Legal Address: **[5]**

Date of Birth : **[6]**

Place of Birth : **[7]**

Occupation : **[8]**

Evidence of Citizenship: **[9]**

Local Address: **[10]**

 We, the above-named  **[1]** and  **[2]** being duly sworn, jointly and each of us separately, do declare that according to the laws of our respective States, each of us is of legal marriageable age, (**[12]** that neither of us have been married before)( **[13]** that neither of us has been married before),and that there is no hindrance, legal or otherwise, to our uniting this day in marriage in Misawa-shi, Aomori-ken, Japan.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **[11]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

  **[11]**

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* I,  **[13a]** , was divorced on  **[13b]** from  **[13c]**  in the  **[13d]** for  **\_\_\_\_[13e] \_\_\_**  ,  **\_\_\_\_\_\_[13f] \_\_**  , **\_\_\_\_ [13g]\_\_\_\_\_\_\_\_\_.**

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| **SECTION IV – JOINT AFFIDAVIT EXAMPLE** |

SERVING WITH THE UNITED)

STATES ARMED FORCES AT )

MISAWA AIR BASE, JAPAN )

 JOINT AFFIDAVIT OF:

 John Andrew Smith & Joan Andy Brown

Declarants:

John Thomas Smith, the 1st son of David Thomas Smith and Linda Ann Smith, citizens of the United States of America.

Legal Address: 1001 Honey Bear Loop, Round Rock, TX 00000

Date of Birth : 14 March 1989

Place of Birth : Austin, TX

Occupation : Civilian Contractor

Evidence of Citizenship: Birth Certificate

Local Address: PSC 76 Box 0000, APO AP 96319-0050, Misawa Air Base, Japan

Patricia Lynn Brown, the 2nd daughter of Eric Lee Brown and Lori Kay Brown, citizens of the United States of America.

Legal Address: 189 Cherry Blossom Drive, Denver, CO 00000

Date of Birth : 28 December 1990

Place of Birth : Denver, CO

Occupation : Civilian Contractor

Evidence of Citizenship: U.S. Passport No. 203220295

Local Address: PSC 76 Box 0000, APO AP 96319-0024, Misawa Air Base, Japan

 We, the above-named John Andrew Smith and Joan Andy Brown being duly sworn, jointly and each of us separately, do declare that according to the laws of our respective States, each of us is of legal marriageable age, that neither of us has been married before, and that there is no hindrance, legal or otherwise, to our uniting this day in marriage in Misawa-shi, Aomori-ken, Japan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 JOHN ANDREW SMITH

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 JOAN ANDY BROWN

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* I, John Andrew Smith, was divorced on 21 September 2015 from Mary Ann Smith in the District Court for King County, Seattle, Washington; and I, Joan Andy Brown, was also divorced on 15 March 2015 from Michael Richard Brown in the 375th Judicial District Court for Orange County, Los Angeles, California.

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| **SECTION V – REQUIRED DOCUMENTS** |
| Bring the following documents to the Legal Office when you turn in your application for review: (Initial)\_\_\_\_\_\_\_ 1. Original or certified copies of you and/or your intended spouse’s finalized divorce decree(s)\_\_\_\_\_\_\_ 2. Original or certified copies of you and your intended spouse’s passport or birth certificate\_\_\_\_\_\_\_ 3. Notarized “Statement of Consent” from you and/or your intended spouse’s parent or legal guardian if either of you is less than 20 years old, the legal age to marry in Japan. Include:* Full name and legal residence of the person being granted permission to marry;
* Full name and legal residence of the intended spouse;
* Date permission is granted; AND
* Full name, legal residence, and relationship of the person(s) granting permission.
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| **SECTION VI – FINAL COMPLIANCE REVIEW (LEGAL OFFICE)** |
| The Legal Office must review the following sections for all required information and signatures: (Initial)**\_\_\_\_\_\_\_ SECTION I:** The civilian member has completed all required personal data and signed.**\_\_\_\_\_\_\_ SECTION II:** The civilian intended spouse has completed all required personal data and signed.**\_\_\_\_\_\_\_ SECTION III:** The couple has provided the names and birthdates for two marriage witnesses.**\_\_\_\_\_\_\_ SECTION IV:** The couple has completed the Joint Affidavit in compliance with the provided template.The Joint Affidavit has not been signed.**\_\_\_\_\_\_\_ SECTION V:** The couple has provided the required documents for citizenship, divorce and consent. |
| After reviewing each section, this Marriage Application appears to be completed correctly. |
| **Date (YYYYMMDD)**  | **Name and Grade of the Attorney** | **Signature of the Attorney**  |

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| **NEXT STEPS FOR NEWLYWEDS** |
| Now that you are newlyweds, you may assume the marriage registration process is complete. However, there are critical post-marriage actions you must take for you and your spouse to smoothly transition into married life in the military in Misawa. Please follow these important steps after you receive your translated marriage license:\_\_\_\_\_\_ 1. **Enroll your civilian spouse in DEERS.** Take your original and translated marriage certificates to MPS Customer Support to update DEERS. Be sure to bring your spouse’s birth certificate, Social Security Card, and photo ID. Upon your request, the DEERS technician will provide you with a copy of DD Form 1172-2, which you will need for other on-base agencies. If you have stepchildren, bring in a copy of their birth certificate.\_\_\_\_\_\_ 2. **Get a U.S. Military Dependent ID card for your civilian spouse.** When applying for a dependent ID card, please ensure that your civilian spouse has two valid forms of ID for authorization. You must accompany the civilian spouse when applying for a dependent ID or you may obtain a specific Power of Attorney from the Legal Office authorizing the civilian spouse to get the ID card alone.\_\_\_\_\_\_ 3. **Add your civilian spouse to your Record of Emergency Data.** Update your vRed via virtual MPF to reflect your change in marital status.\_\_\_\_\_\_ 4. **Enroll your civilian spouse in TRICARE Prime Overseas (if applicable).** Active duty members may enroll their command-sponsored, civilian spouse in TRICARE by calling the Pacific Regional Center at 012-098-3990 (if dialing from a Japanese cellphone) or 99-012-098-3990 (if dialing from DSN). Press Option 4 for Enrollments, then Option 3 for TOP Prime New Enrollments. You must make sure to have your PCS orders on hand to verify your TRICARE eligibility. For questions, call Misawa TRICARE at 226-6000 or visit the office in Building 99 across from Pediatrics and Family Health.\_\_\_\_\_\_ 5. **Update your records with the Housing Management Office (if applicable).** Misawa has an "On-Base First" Family Housing policy for married active duty members. If on-base family housing is available, you may be required to live in an on-base family housing unit that meets your grade and family size per AFI 32-6001. If you currently live in on-base housing, the Housing Management Office (HMO) will assist you in facilitating your move to on-base family housing. If you currently live off-base, you must either apply to live in on-base housing or file an Exception to Policy (ETP) request with the HMO to remain off-base. Upon receipt, the HMO will forward your request to the appropriate authority level.\_\_\_\_\_\_ 6. **Memorize each other’s Social Security Numbers.**Knowing your new spouse’s Social Security is essential and will help you with agencies on-base. Exchange your Socials and commit them to memory.\_\_\_\_\_ 7. **Create a Power of Attorney for your civilian spouse in the Legal Office.**[Powers of Attorney](http://www.military.com/benefits/military-legal-matters/power-of-attorney.html) (POA) are legal documents that will allow your spouse to act on your behalf when you are absent or deployed. Your spouse can use a POA to take out a loan, manage your finances, get a new ID card, etc. |