

SAMPLE LETTER OF SPONSORSHIP FOR OUT-OF-STATE OFFICIANT

Per Chapter 765.17, Wisconsin State Statutes, a letter of sponsorship is required for a non-Wisconsin resident clergy to perform a marriage ceremony in Wisconsin. That sponsorship letter must:

- ✓ be written on letterhead from same church or religious denomination that is located within the state of Wisconsin (to substantiate that the church or religious denomination is an actual entity within the state);
- ✓ be addressed to "To Whom it May Concern", be dated and contain the name and signature of the in-state sponsoring officiant;
- ✓ specify that the sponsor is him- or herself an authorized marriage officiant in Wisconsin;
- ✓ specify that the sponsor knows of the out-of-state officiant;
- ✓ state that, to the best of the sponsor's knowledge and belief, the out-of-state officiant is authorized to perform marriages for a religious denomination in the officiant's place of residence.

The out of state officiant keeps the original letter. He or she should provide the couple with a copy. The letter may be used whenever that out-of-state officiant is asked to perform a marriage in this state, as long as that officiant's authority to perform marriages in his or her place of residence has not been revoked. The County Clerk may ask to see the letter or take a copy of it.

SAMPLE LETTER

LETTERHEAD

Date

To Whom It May Concern:

I am currently a (religious title) authorized to perform marriages through (name of church or denomination) in the state of Wisconsin.

In accordance with Chapter 765.17, Wis. Stats., I have been asked to provide a letter of sponsorship for (name of out-of-state officiant) who resides at (mailing address of out-of-state officiant) in order for (him/her) to perform a marriage in this state. I know of this person and, to the best of my knowledge and belief, (name of out-of-state officiant) is authorized to perform marriages by the church or denomination that (he/she) represents and that (name of the out-of-state officiant) is legally able to perform marriages in (state or country of residence of the out-of-state officiant).

Signature of Sponsor

Typed or Printed Name of Sponsor