



Legal Service Support Section Pacific  
Camp Butler Legal Assistance Office  
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# GETTING MARRIED

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This document will explain the steps to get married In Okinawa (1.) and the steps to get married in the US by proxy (2.).

## 1. GETTING MARRIED IN OKINAWA

- ☐ **Affidavit of Competency to Marry** for both fiancés. For US citizens, the Legal Assistance Office will assist with completion and endorsement of the Affidavit. For foreign citizens, the Affidavit must be obtained from their Consulate or Embassy. The requirements to obtain the Affidavit vary according to the country.
- ☐ **Translations.**
  - Have Affidavit of Competency to Marry Translated into Japanese
  - Translate Birth Certificates into Japanese if you do not have a passport
- ☐ **Complete the Konin Todoke (Notification of Marriage) in Japanese.** The Konin Todoke can be obtain from any City Hall office in Japan. Two witnesses, 20 years of age or older are required. If they are not Japanese, they must provide proof of citizenship in the form of a Birth Certificate with translation or Passport.
- ☐ **Get married at the City Hall.** It must be the City Hall office closest to where you reside. Bring the following:
  - ☐ Konin Todoke
  - ☐ Original and translations of:
    - ☐ Birth Certificates if applicable
    - ☐ Affidavit of Competency to Marry
  - ☐ Copies of witnesses citizenship documents and translations (if applicable)
  - ☐ Passport
- ☐ **Translate marriage certificate into English** (must be an official English translation).
- ☐ **Go to IPAC** with all the necessary documents for your new spouse to acquire military ID card. Please call IPAC ID section at 645-4038/5742 for more information.

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SPECIFIC LEGAL ADVICE.

FOR ADVICE REGARDING A PARTICULAR SITUATION, ALWAYS CONSULT WITH AN ATTORNEY

### 3. GETTING MARRIED IN THE STATES BY PROXY

If either party is a NOT a U.S. citizen, please contact your local legal assistance office for guidance on proxy marriage due to important immigration considerations.

#### WHAT IS A PROXY MARRIAGE?

A proxy marriage is a marriage ceremony where one or both parties are not physically present for the ceremony. It is a legally binding form of marriage available in some States that may require hiring a local attorney or agency to facilitate the process. If the proxy marriage is valid in the State where it is performed, then it is valid in all other States and the DoD.

- **Single Proxy Marriage:** A marriage ceremony where one of the two parties is not physically present. Allowed in California, Colorado, Texas, and Montana.
- **Double Proxy Marriage:** A marriage ceremony where both parties are not physically present. Only allowed in Montana.

#### WHAT ARE THE ELIGIBILITY REQUIREMENTS?

The requirements vary according to the state:

- **California** (Single Proxy): The physically absent party must be (1) a U.S. Service Member, (2) stationed overseas, and (3) serving in a conflict or war.
- **Colorado** (Single Proxy): At least one party must be a Colorado resident and the absent party must be either (1) a U.S. Service Member or (2) a government contractor supporting the military stationed or deployed in a foreign country or another State in support of a combat or military operation.
- **Texas** (Single Proxy): The physically absent party must be (1) a U.S. Service Member, (2) stationed overseas, and (3) serving in support of combat or another military operation.
- **Montana** (Dual Proxy): One party must be either (1) U.S. Service Member on federal active duty, or (2) a resident of Montana. This is generally done by either having a trusted agent contact the Montana courthouse to determine the local process or through hiring a private company.

#### IF YOU WOULD LIKE TO SCHEDULE AN APPOINTMENT

Please email [LegalAssistMCB@usmc.mil](mailto:LegalAssistMCB@usmc.mil) stating your full name, your status (AD, dependent, etc) and the reason for your appointment

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