



Marriage Procedure with Incarcerated Individuals at the Allegheny County Jail

Applying for the Marriage License

1. The non-incarcerated partner must be a pre-approved visitor on the incarcerated partner's visitors list.
2. The non-incarcerated partner [fills out the marriage application](#) online.

You will need:

- **A valid email address and phone number**
- **Photo ID** for both partners must be uploaded in PDF format.

If the incarcerated person's identification is in their property at the ACJ, the incarcerated individual can sign their property over to a family member for pickup or authorize a staff member to access the property to photocopy the identification that will be emailed to the non-incarcerated partner.

- **Payment** with a credit card for the marriage license

\$80 if both parties were never married.

\$90 if one party has previously been married and divorced.

\$100 if both parties have previously been married and divorced.

- **Certified Copies of Divorce Decrees** for any party who has been divorced must be uploaded in PDF format with the application.

3. The non-incarcerated partner will receive a confirmation email with a temporary ID/application number when the application form is completed. You will need this when calling the Marriage License Office to schedule signing.



Signing the Marriage License Application

Both parties must sign their portion of the marriage license during a video interview call with the Marriage License Office and the ACJ Video Department.

1. The non-incarcerated partner must prepare for the video call to sign the marriage license by **choosing an Option** to participate in the video call.

Virtual Option: The non-incarcerated partner must have the Microsoft Teams software application downloaded and installed on either a laptop or desktop PC with a video camera. (Chromebooks and cell phones will not work.) Microsoft Teams will be used for the video call.

Onsite Option: The non-incarcerated partner can sign their portion of the license using a computer onsite at the Marriage License Office during the video call. The Marriage License Office is located on the first floor of the [City-County Building, 414 Grant Street, Pittsburgh, PA 15219](#).

2. The non-incarcerated partner **must call the Marriage License Office** at 412-350-4230 to schedule the video call, at least 24-48 hours in advance but no later than 30 days after applying online. The non-incarcerated partner will let the Marriage License Office know that their partner is incarcerated and the temporary ID/application number. Appointments are scheduled on a first-come, first-serve basis.
3. The Marriage License Office will schedule the video call during a weekly scheduled call on Tuesdays or Fridays from 1-2 pm. At the appointed time, the incarcerated partner will be taken to the ACJ Video Department for the video call. The Video Department and Marriage License Office will have the call ready and add both partners. The Marriage License Office will relinquish control of the screen to the incarcerated individual to sign the Marriage License electronically.

NOTE: Pennsylvania law requires a mandatory three-day waiting period before the license is



issued. The marriage license may be picked up at the Marriage License Office by either the non-incarcerated partner, a friend or relative, or it may be mailed upon request. Your license will be good for 60 days and there will be no extension if you do not use the license within the 60-day period the license is valid.

The Marriage Ceremony

1. Once the marriage license has been obtained, the non-incarcerated partner must contact arraignment court at 412-350-3241 to schedule a date and time for the marriage. Marriages are typically conducted on Friday mornings. Once arraignment court establishes a date and time, coordination will occur between the sheriff at Pittsburgh Municipal Court and ACJ staff to have the incarcerated partner brought to arraignment court for the ceremony.
2. At the appointed time, the non-incarcerated partner will come to the arraignment court window at the Pittsburgh Municipal Court ([660 First Avenue, Pittsburgh, PA 15219](https://www.pittsburghpa.gov/660-First-Avenue-Pittsburgh-PA-15219)) with the following:
 - Driver's license or state photo ID
 - Marriage License
 - \$54 - must be exact **cash** payment

For questions, please call 412-350-1168.