



# S&B Professional Services Inc.

## Civilian Marriage by Proxy Service

**Credit Card Authorization: This must be signed by the person whose card is being used, whether yourself or some other person.**

I have authorized S&B Professional Services Inc. to charge the sum of \$\_\_\_\_\_ on credit card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV2 Code: \_\_\_\_\_  
(3 digits on back of MC/VISA/Discover or 4 digits on AMX (under the account number))

Name on Card \_\_\_\_\_

For a marriage by proxy for \_\_\_\_\_ and \_\_\_\_\_

Signature of cardholder \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

S&B Professional Services Inc. acts as an arrangement service only. We assist the client in filling out the required forms, and arrange for a licensed attorney to review them in order to obtain a Marriage Certificate.

It is the client's responsibility to complete all forms truthfully and correctly. It is the client's responsibility to send to us all required documentation that is necessary to process a Marriage by Proxy.

It is the sole responsibility of the client to first check with the appropriate authority to which the marriage certificate needs to be presented as to the recognition and acceptance of the certificate before you proceed.

If the Marriage Certificate needs to be submitted to Immigration Authorities, it is the client's sole responsibility to first check with an immigration attorney before proceeding.

S&B Professional Services Inc. shall not be responsible for any consequential damages as a result of any breach of this agreement or any damages that occur as an Act of God.

In the event there is a cancellation, there will be a cancellation charge of \$500.00

In the event that either party decides to cancel the proxy marriage after the process has started, our office must be notified of the cancellation by both e-mail and by phone. We shall then confirm your cancellation by e-mail.

S&B Inc. takes no responsibility for marriages that take place if our cancellation procedure is not followed.

By signing this agreement the clients authorize an Ordained Pastor in Kansas to obtain a Marriage License and Certificate on their behalf.

The undersigned has read and understands and agrees to the above terms.

Signature of client \_\_\_\_\_

If you have any questions call us toll free at:  
1-877-482-2406

From Overseas: 001-610-644-2630

Mailing Address:

S&B Professional Services Inc.  
P O Box 675  
Edgemont, PA 19028