

MARRIAGE/CIVIL UNION LICENSE APPLICATION PROCEDURE

- ✓ If either partner is a New Jersey resident, the Marriage/Civil Union License **MUST BE** applied from the Registrar of Vital Statistics in the New Jersey municipality in which either resides.

- ✓ If both partners reside out of State, the Marriage/Civil Union license is applied for from the Registrar of the municipality in which the marriage is to be performed and may be used **ONLY** in that municipality.

- ✓ A Marriage/Civil Union License may never be used outside of the state in which it was issued.

- ✓ When applying for a Marriage/Civil Union License, both partners and a witness (who knows both the partners and is 18 years of age or older) must all appear in person at the office of the Registrar of Vital Statistics. The witness may be a family member.

- ✓ Hours for applications of a Marriage/Civil Union License are 9:00am to 3:00pm, Monday through Friday, Holidays excepted. *Appointments are necessary.* **Please call (732) 521-2222 ext. 100 to schedule.**

- ✓ **Both partners must have the following documents when making application:
(ALL INFORMATION MUST BE IN ENGLISH)**
- ✓ Birth Certificates, with a raised seal, issued by the Registrar in the municipality in which you were born.

- ✓ Divorce papers, proof of dissolution, and/or death certificates from any previous marriage(s)/civil union(s), if applicable.

- ✓ Identification showing Proof of Residence, which must be a photo ID or two other forms of identification with addresses on them.

- ✓ For application purposes, all of the following information must be provided: both partners should know their Social Security numbers, father's full names and birthplaces, mother's full maiden names and birthplaces, the intended date and place of marriage, and the name and address of the person who is to perform the ceremony.

- ✓ Once the application for the Marriage/Civil Union License has been made, there will be a mandatory 72 hour (3 day) waiting period before the license is issued.

- ✓ The Marriage/Civil Union License will be valid for thirty (30) days from the date it is issued and can be used immediately or anytime within that thirty (30) day period.

- ✓ There is a fee for the license of \$28.00 **CASH OR MONEY ORDER ONLY**. This must be paid at the time of the application **Absolutely NO CHECKS** will be accepted.

CHECKLIST OF THINGS NEED FOR A MARRIAGE/CIVIL UNION LICENSE:

- Birth Certificate of both partners (in English)
- Divorce Papers, Proof of Dissolution, or Death Certificates from any previous marriage(s), Domestic Partnership(s), or Civil Union(s).
- Proof of Residence for both partners (either photo ID or two (2) other forms of ID showing address).
- Social Security number of both partners
- Both partners' Father's full name and birth place
- Both partners' Mother's full maiden name and birth place
- Intended place and date of ceremony
- Name and address of person performing ceremony.
- \$28.00 Cash or Money Order
- Make an appointment to apply for the Marriage/Civil Union License with Registrar, once you have collected all of the above documentation and information.
- Show up for your appointment, on time, with a witness 18 years of age or older.