



MARRIAGE LICENSE INSTRUCTIONS

Getting Started

- ❖ If you are a resident of NJ, you will schedule an appointment with the Registrar's Office in the town you reside. If you live out of state, you will schedule an appointment with the Registrar's Office in the town where your ceremony will take place.
- ❖ If you are a resident of Seaside Park or live out-of-state and are getting married in Seaside Park, you will need to schedule an appointment with our Registrar's Office. Please call us at 732-793-3700 ext. 105 or 106, or email us at jjankowski@seasideparknj.org or olarocca@seasideparknj.org and we can get you scheduled!
- ❖ You may fill out the marriage license application ahead of your appointment, or you may wait until your appointment to fill it out with us, but **please do not sign/endorse any part of the application until you are in the presence of the Municipal Registrar during your appointment. All signatures must be physically witnessed by the Municipal Registrar, as you are signing under oath.**

The Appointment

- ❖ For your Marriage License Appointment, you will need to bring the following:
 - Valid ID, in the form of a Driver's License, Passport, or State/Federal ID
 - If you are using a Driver's License as your ID, your address must be current OR it must be accompanied by the DMV-issued change of address documentation.
 - Proof of NJ residency by at least one applicant.
 - Proofs include Driver's License with current address or DMV-issued change of address documentation, tax bill, utility bill, or voter registration.
 - If both applicants live out-of-state, you do not have to provide proof of residency.
 - You must know your Social Security Number (for US citizens).
 - A witness, 18 years or older, must be present and show valid ID.
 - If you have been previously married and divorced, you must know the date that the divorce took effect, and the full First, Middle, and Last (Maiden) name of your

former spouse. **You only need to know the date of your divorce and name of your former spouse. You do not need to provide documentation to us.**

- \$28 Application Fee (cash or check). We also accept card payments with a 2.95% fee.

Please note: all documents in a foreign language must be accompanied by a certified English translation.

After The Appointment

- ❖ After your appointment, there is a mandatory 72-hour waiting period before your marriage license can be issued. *This is mandated by the State. Please plan accordingly. If a waiver is needed, you will need to obtain a Superior Court order.*
- ❖ A marriage license application is valid for six months. During that time, you can schedule your license to be issued.
- ❖ Once issued, the marriage license is valid for 30 days, meaning you should plan to have your license issued within 30 days of your ceremony.
 - Emergencies happen! If something comes up, please reach out to us, we are here to help you!

The Ceremony

- ❖ At the ceremony, you must have the following people sign your marriage license:
 - The Officiant
 - The Officiant **MUST** list the title that gives them the authority to officiate, such as Minister, Mayor, etc.
 - If the Officiant is unsure, please contact us and we can provide you with instructions for the Officiant.
 - Witness 1 (must provide Printed Name, Address, and Signature)
 - Witness 2 (must provide Printed Name, Address, and Signature)
- ❖ Remember, you must have **all four copies** signed by the people above.
- ❖ Please make sure the marriage license is filled out in pen, carefully, and please do not scribble over mistakes or cross out words.
- ❖ The marriage license must be filed in order to get a certified copy, which is the legal proof of your marriage.

Four Copies

- ❖ There will be four copies of your marriage license, remember all four copies must be signed!
 - Copy 1 must be dropped off at the municipality where the ceremony took place, and it will be forwarded to the State of New Jersey.
 - Copy 2 must be dropped off at the municipality where the ceremony took place, and it will be retained as a record at that municipality.
 - Copy 3 is for you **for informational purposes**. *This copy is not a legal certificate; to obtain your legal certificate, you must request a certified copy of your marriage license from the municipality where your ceremony took place, and they will provide you a copy of your marriage license on State-Certified paper with a raised seal.*
 - Copy 4 will be retained by the Officiant who performed your ceremony

After the Ceremony

- ❖ Within 5 days of your ceremony, please submit copies 1 & 2 of your marriage license to the municipality where the ceremony took place.
- ❖ To obtain the legal copy of your marriage license, you must request a certified copy from the municipality where the ceremony took place. Copy 3 is **NOT** a legal copy of your marriage license.
- ❖ The municipality where your ceremony took place will retain a copy of your marriage license. If you need another copy in the future, you can submit a certified copy application to the municipality where your ceremony was held.
- ❖ Alternatively, instead of requesting a certified copy from the municipality, you can request a certified copy of your marriage license online through the State; however, please be advised it will take a minimum of 8-12 weeks to get to you. Online requests through the State can be started at this website address: <https://www.nj.gov/health/vital/order-vital/online-requests/>

You're Done!

- ❖ After your completed license is sent to the State by the municipality, you are legally married! Congratulations!
- ❖ If you have any questions, please do not hesitate to reach out to us. We are here to help you and want to make sure the process of getting your marriage license is as stress-free as possible.

**New Jersey Department of Health
APPLICATION FOR LICENSE**

MARRIAGE REMARRIAGE CIVIL UNION REAFFIRMATION OF CIVIL UNION

(PLEASE PRINT OR TYPE)

DECLARATION OF APPLICANT A <i>(Giving false information constitutes perjury.)</i>				DECLARATION OF APPLICANT B <i>(Giving false information constitutes perjury.)</i>			
1. Name (First, Middle, Last) <i>(List name given at birth or on birth certificate/Maiden name)</i>				1. Name (First, Middle, Last) <i>(List name given at birth or on birth certificate/Maiden name)</i>			
Street Address (Current Legal Residence) (See Note 1)			County	Street Address (Current Legal Residence) (See Note 1)			County
Municipality of Residence (See Note 4)		State	Zip Code	Municipality of Residence (See Note 4)		State	Zip Code
1a. Current Name (if different)		2. Date of Birth		1a. Current Name (if different)		2. Date of Birth	
3. Birthplace		4. Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Undesignated/ Non-Binary	5. Age <i>(See Note 2)</i>	3. Birthplace		4. Sex <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Undesignated/ Non-Binary	5. Age <i>(See Note 2)</i>
6. Domestic Status (at this time) (See Notes 3 and 5)				6. Domestic Status (at this time) (See Notes 3 and 5)			
<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Annulled <input type="checkbox"/> Current Domestic Partner <input type="checkbox"/> Former Domestic Partner <input type="checkbox"/> Current Civil Union Partner <input type="checkbox"/> Former Civil Union Partner				<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Annulled <input type="checkbox"/> Current Domestic Partner <input type="checkbox"/> Former Domestic Partner <input type="checkbox"/> Current Civil Union Partner <input type="checkbox"/> Former Civil Union Partner			
For Remarriage to the same spouse, or Reaffirmation of Civil Union to the same partner, enter date and place of original ceremony: <input type="checkbox"/> Marriage <input type="checkbox"/> Civil Union				For Remarriage to the same spouse, or Reaffirmation of Civil Union to the same partner, enter date and place of original ceremony: <input type="checkbox"/> Marriage <input type="checkbox"/> Civil Union			
7a. Enter number of times ever Married (if applicable):		7b. Name of Most Recent Spouse (if any) (List name given at birth or on birth certificate/Maiden name):		7a. Enter number of times ever Married (if applicable):		7b. Name of Most Recent Spouse (if any) (List name given at birth or on birth certificate/Maiden name):	
8a. Enter number of times ever in a Civil Union (if applicable):		8b. Name of Most Recent Civil Union Partner (if any) (List name given at birth or on birth certificate/Maiden name):		8a. Enter number of times ever in a Civil Union (if applicable):		8b. Name of Most Recent Civil Union Partner (if any) (List name given at birth or on birth certificate/Maiden name):	
9a. Parent's Full Name at Birth		9b. Birthplace		9a. Parent's Full Name at Birth		9b. Birthplace	
10a. Parent's Full Name at Birth		10b. Birthplace		10a. Parent's Full Name at Birth		10b. Birthplace	
11. Are you related to Applicant B? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES," how?				11. Are you related to Applicant A? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES," how?			
INFORMATION TO BE COMPLETED BY EITHER APPLICANT							
12. In which Incorporated Municipality in New Jersey do you intend for the ceremony to be performed? (See Note 4)			13. Intended Date of Ceremony			14. Telephone Number where either applicant can now be reached:	
15. Name and mailing address of person who is to perform the ceremony:				16. Mailing Address where you may be reached after the ceremony:			

(See Notes on Page 2)

Continue with Declaration of Identifying Witness and Oath.

DECLARATION OF IDENTIFYING WITNESS

(Giving false information constitutes perjury)

- 1. Name (First, Middle, Last):
Mailing Address (Street/PO Box):
City: State: Zip Code:
2. Have the applicants correctly stated their ages and usual residences?
3. Did the applicants make you aware of any legal impediment to their marriage / remarriage / civil union / reaffirmation of civil union?
If "Yes," explain:

OATH OR AFFIRMATION OF APPLICANTS AND IDENTIFYING WITNESS

NOTE TO REGISTRAR - Applicants and witness should be told that taking a false oath constitutes perjury, which is punishable by a maximum fine of \$7,500.00.

We, who have hereunder signed our names, do solemnly swear (or affirm) that we are not currently ruled mentally incompetent; the answers given by us in this application for a marriage, remarriage, civil union, or reaffirmation of civil union license are true, full and perfect answers to each and all of said questions.

Signature of Applicant A: Date:
Signature of Applicant B: Date:
Signature of Witness: Date:
Second Signature of Witness (if necessary): Date:

Sworn (or affirmed) and subscribed before me at
this day of , 20 at AM PM

Signature of Registrar:

REGISTRAR - DO NOT insert place and date of ceremony or file the application until either the completed certificate or copy thereof is sent to you. Follow-up on all licenses for completion.

License Number: Date of Issue:
Ceremony Performed in (City, Borough, Twp.):
Date of Ceremony:

- NOTE 1. This is the permanent home and principal establishment to which, when absent, the applicant intends to return.
NOTE 2. Both applicants must be a minimum of 18 years of age at the time of application.
NOTE 3. When a remarriage or reaffirmation of civil union license is requested, indicate in Question 6 that the parties are already married or joined in a civil union.

- NOTE 4. Municipality of residence is the municipality where applicant physically resides, not the mailing address.
NOTE 5. The Registrar's review of a divorce decree, dissolution of Civil Union, or termination of Domestic Partnership, submitted with this application, in no way implies the validity of the submitted document.

Table with 2 columns: Social Security Number of Applicant A, Social Security Number of Applicant B. Includes a footer note: Social Security Numbers shall be kept confidential and may only be released for child support purposes and this document shall not be considered a public record pursuant to P. L. 1963, C.73 (C.47:1A-1 et seq.).