



Township of Clinton

Office of the Township Clerk | Office of Vital Statistics
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Guidelines for the Individual Performing a Marriage or Civil Union Ceremony

ERASURES, WHITE OUT, CROSS-OUTS **WILL NOT** BE ACCEPTED BY THE STATE. If an error is made, a duplicate license will be needed, as this license and certificate become a permanent record with the State and with the town in which the ceremony took place. Please fill in the information on the license with **blue** or **black** pen.

Please fill in the information on lines 3, 4, 5a, 5b, and 5c, in blue or black pen. Please indicate **ONLY the municipality and county** where the ceremony took place on line 3. (Do not include street address, mayor's office, etc.) On line 4, it is preferable that you record the dates as the first 3 letters of the month followed by the day and year. For example, Nov. 13, 2013.

Section 5c. "Title" cannot say "officiant"; must be an official title of the person performing the ceremony (i.e. Pastor, Minister, Rabbi, Priest, etc.). The State **does not** accept "officiant" as a title.

If the marriage is taking place in the Township of Clinton, line 3 **MUST** specifically state:

TOWNSHIP OF CLINTON | HUNTERDON COUNTY

(NOTE: Annandale is part of Clinton Township, but still needs to state the above for line 3)

Have the two witnesses' complete items 6a, 6b, 6c, and 7a, 7b, 7c respectively. No type of seal may be placed on the license.

Once the certificate has been completed, give copy 3 to the couple, and retain copy 4 for your own records. Please explain to the couple that copy 3 is not a legal document. (A certified copy of the certificate will need to be obtained)

State law requires that two (2) copies (Copy 1 & Copy 2) of the license/certificate **MUST** be returned to the Registrar of the Municipality in which the ceremony was performed within **FIVE** (5) business days after the ceremony has taken place.

If you are unsure where to return the copies, please visit the website and you will find a list of Local Registrars in New Jersey: <https://www.nj.gov/health/vital/order-vital/local-vital-records/>

Please inform the couple that **certified copies can be obtained from the Registrar's office in the municipality where the ceremony was performed, by mail or in person after the ceremony or from the State Registrar's office after 30 days.**

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