

## To Obtain a Marriage/ Civil Union License:

### 1. Appointments must be made to apply for the license.

- a) To schedule an appointment please call 908-735-8800 and ask for the Registrar or Deputy Registrar
- b) Appointments are scheduled between 9 am and 3:30 pm, Monday through Friday

### 2. Before filling out the application...

- a) Please be sure to know the date of ceremony, who will be performing the ceremony, the municipality where the ceremony will be held , and the name and phone number of who will be performing the ceremony.

### 3. When filling out the application...

- a) Page 1 of the application can be filled out prior to the appointment, but **page 2 should be left blank** until your appointment.

### 4. For your appointment....

- a) The couple and witness must show a valid government issued photo ID.
- b) Witness must be 18 years or older
- c) A payment of \$28.00 must be with you at your appointment (cash or check)
  - i. Check should be made out to “Township of Clinton”

### 5. Requirements for entering into a Marriage/ Civil Union...

- a) The marriage application is to be filled out in the New Jersey Municipality where either party resides
  - i. The license is valid throughout the State of New Jersey ONLY.
- b) If neither applicant is a New Jersey resident, submit the application in the municipality where the marriage ceremony will be performed
  - i. The license is only valid in the issuing municipality
- c) Proof of identity is required
  - i. Valid driver’s license
  - ii. Passport
  - iii. State/ federal I.D.
- d) Proof of residency
  - i. If driver’s licenses does not state your current address, you must provide other proof of residency (tax bill, utility bill, etc.)
  - ii. If using passport/ state/federal I.D., you must bring with you proof of residency in the municipality.
- e) You will need to provide your Social Security Number
  - i. Required by law for US Citizens
  - ii. Will be kept confidential
- f) Witness needs to physically be with you at your appointment
  - i. 18 years or older

- ii. Should know both parties
- g) Any documents in a foreign language must be accompanied by a certified English translation
- h) Once the application is signed by the Registrar/ Deputy Registrar, there is a 72-hour hold
  - i. There is no 72-hour waiting period for a re-marriage, but you MUST bring a certified copy of your existing marriage

## 5. After the ceremony...

- a) Marriage license will be filed in the municipality where the ceremony took place (NOT where you filled out the application)
- b) Please be advised that you will not receive anything back after filing the marriage license
  - i. To obtain proof of your marriage, you must fill out a certified copy form in the municipality where your ceremony was held, or from the New Jersey Department of Health, Vital Statistics.

## 6. To obtain a Certified Copy...

- a) You will need to show proof of relationship, have payment, and the form filled out with your request.
- b) You can mail or drop off the form and payment
  - i. If mailing – you will need to provide proof of relationship
  - ii. Payment – cash or check
    - 1. Check made payable to “Township of Clinton”
  - iii. Copies are \$5.00 per copy in the Township of Clinton
  - iv. Information can be mailed to:

Township of Clinton  
ATTN: Registrar  
1225 Route 31 South  
Building D  
Lebanon, New Jersey 08833