



## Marriage License Requirements

- FEES:** \$40.00 payable in cash / personal check / credit card / money order  
**OFFICE HOURS:** Monday thru Friday 8:30 a.m. to 4:30 p.m.  
**TUESDAY HOURS:** 4:30 p.m. to 7:30 p.m. *By appointment*

*Marriage licenses are valid 24 hours after issuance, for a period of 60 days*

**Identification requirements – As per the New York State Division of Vital Records Two (2) Proofs of Age and Identity are required. Application MUST be submitted with originals or certified copies of one document from List A and one from List B; All documents must be submitted from Lists C and D (if applicable);**

- A. One (1) of the following forms:
1. Birth Certificate – Original or Certified Copy
  2. Original Naturalization Document
- B. **And** One (1) of the following:
1. Valid Driver's License/Valid U.S. Non-Driver's License
  2. Valid Passport
  3. Valid Immigration Record – Can be used as photo I.D. ONLY.  
**\*Does not replace Birth Certificate or Naturalization Papers.**

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**\*\*DOCUMENTS IN ANY LANGUAGE OTHER THAN ENGLISH MUST BE TRANSLATED BY A CERTIFIED TRANSLATOR. THE TRANSLATION MUST BE A FULL AND A COMPLETE TRANSLATION OF THE ENTIRE DOCUMENT INCLUDING THE MEANING OF ANY TITLES, STAMPS OR SEAL. A SUMMARY OF THE DOCUMENT IS NOT ACCEPTABLE. THE TRANSLATION MUST INCLUDE THE TRANSLATOR'S TITLE, POSITION AND QUALIFICATIONS. THE STATEMENT MUST BE SIGNED, DATED AND NOTARIZED.**

**TRANSLATIONS THAT DO NOT MEET ALL OF THE ABOVE QUALIFICATIONS WILL NOT BE ACCEPTED.**

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- C. If divorced, ORIGINAL or SEALED CERTIFIED COPIES of divorce papers from ANY country for any and all divorces are required when applying for a marriage license, (ie: if you were married and divorced twice you will need both sets of divorce papers). If widowed, a certified copy of the death certificate is required.
- D. If applying for a second or subsequent ceremony you must present the original or certified transcript of your marriage.

**Identification requirements for applicants Ages 16 and 17 – Application MUST be submitted with ALL of the following;**

1. Original Birth Certificate
2. Both parents must be present and give consent
3. Valid picture I.D.
4. Valid picture I.D. of **BOTH** parents

**\*AGES 14 AND 15 REQUIRE A COURT ORDER  
(4/23/19)**

|   |             |  |   |  |                            |     |    |
|---|-------------|--|---|--|----------------------------|-----|----|
| <b>IS THE WEDDING DATE WITHIN 60 DAYS?</b>  | <b>YES</b>  | <b>NO</b>  | <b>IF YES, BELOW PLEASE GIVE DATE, TIME AND LOCATION:</b>   |  |                            |     |    |
| Phone Number of Bride/Groom/Spouse:   |             | Mailing Address of Bride/Groom/Spouse: <i>(valid after ceremony)</i> |   |  |                            |     |    |
| <b>BRIDE/GROOM/SPOUSE</b>   |             | <b>BRIDE/GROOM/SPOUSE</b>  |   |  |                            |     |    |
| First Name  | Middle Name | Last name <i>(current)</i>   | First Name  | Middle Name                              | Last name <i>(current)</i> |     |    |
| Birth Name/Maiden Name, if different:   |             |  | Birth Name/Maiden Name, if different:   |  |                            |     |    |
| Last Name after Marriage: <i>(optional)</i>   |             |  | Last Name after Marriage : <i>(optional)</i>  |  |                            |     |    |
| Social Security Number:   |             |  | Social Security Number:   |  |                            |     |    |
| Current Residence: State & County   |             |  | Current Residence: State & County   |  |                            |     |    |
| Current Address: Street, Town & Zip Code:   |             |  | Current Address: Street, Town & Zip Code:   |  |                            |     |    |
| Is residence in an incorporated village?  |             | Yes  | No  | Is residence in an incorporated village? |                            | Yes | No |
| Age (as of today):  |             |  | Age (as of today):  |  |                            |     |    |
| Date of Birth [Month/Day /Year]:  |             |  | Date of Birth [Month/Day /Year]:  |  |                            |     |    |
| Employment, usual occupation:   |             |  | Employment, usual occupation:   |  |                            |     |    |
| Type of Business or Industry of Occupation:   |             |  | Type of Business or Industry of Occupation:   |  |                            |     |    |
| City & State of BIRTH (country if not in USA)   |             |  | City & State of BIRTH (country if not in USA)   |  |                            |     |    |
| Father's Name: <i>(First, Middle &amp; Last)</i>  |             |  | Father's Name: <i>(First, Middle &amp; Last)</i>  |  |                            |     |    |
| Father's Country of Birth:  |             |  | Father's Country of Birth:  |  |                            |     |    |
| Mother's Birth Name: <i>(First, Middle &amp; Last)</i>  |             |  | Mother's Birth Name: <i>(First, Middle &amp; Last)</i>  |  |                            |     |    |
| Mother's Country of Birth:  |             |  | Mother's Country of Birth:  |  |                            |     |    |
| Have you ever been married before, in any state/country?  |             |  | Have you ever been married before, in any state/country?  |  |                            |     |    |
| Yes   |             | No   | Yes   |  | No                         |     |    |
| If yes, what is the number of this marriage? _____  |             |  | If yes, what is the number of this marriage? _____  |  |                            |     |    |
| <b>You must supply Final Judgement(s) of Divorce and/or Death Certificates for any and all former marriages</b> |             |  | <b>You must supply Final Judgement(s) of Divorce and/or Death Certificates for any and all former marriages</b> |  |                            |     |    |