



## **Requirements for a Marriage License**

Please call for appointment

**Hours: Monday - Friday 8:30 am to 4:00 pm**

- The application must be completed by both parties.
- The application is **valid for six months** from the date filed.
- One or both of the application must be a resident of Old Tappan **or** both applicants are out of state residents getting married in Old Tappan.
- Marriage License fee is **\$28 cash**, exact change and is payable at time of application.
- Applicants must be at least 18 years of age at the time of application.
- After you apply, there is a **72-hour waiting period** before the license can be issued to you.
- Once issued, the license is good for **30 days**.

NOTE: A couple wishing to have both religious and civil ceremonies may be issued a license for both ceremonies based on a single application. However, a couple wishing to have two religious ceremonies, and want to have a public record of each, may not have two licenses issued at the same time. They must apply for and use the first license; then return to the Registrar with the signed original certificate and a witness to apply for a remarriage or reaffirmation of Civil Union license.

### ***What should you bring with you when you apply?***

1. Two **VALID** forms of identification (ex: driver's license, passport, birth certificate &/or government issued ID)
2. **Proof of Residency** (ex: driver's license or a current utility bill)
3. Must show your social security card **or** provide your **social security number\***
4. **A witness**, 18 years of age or older - able to speak & understand English (translators are at applicants' expense)
5. Must provide name, address, and phone number of the **Officiant** (Priest, Mayor, Judge, etc.)
6. If divorced, must bring **Final Divorce Decree** papers, showing the Docket number and Judge's signature.
7. If widowed, must bring **certified copy of former spouse's death certificate**.

\*Social Security Number is required by law for U.S. citizens and will be kept confidential.  
Any documents in a foreign language must be accompanied by a certified English translation.

### ***Requested additional documents (these documents are helpful but not required)***

1. A copy of your birth certificate to establish your parents' names and related birth information.
2. If divorced - have had a previous civil union dissolved, domestic partnership terminated or have had a civil union annulled, please bring the decree(s) or the civil annulment documents.
3. If widowed - please bring a certified copy of the death certificate.

Each applicant must supply valid identification that establishes name, age, date of birth and proof of residency. This may be supplied by one or more documents issued by a government agency, such as a certified copy of a birth certificate, driver's license, military identification, passport, or state/county identification card.

### ***Where should the Marriage or Civil Union record be filed?***

The person performing the ceremony must file the license and certificate with the Registrar of the municipality in which the ceremony was performed. Since failure to record the certificate may cause considerable inconvenience later when proof of certificate is needed, you should make sure that this has been done.

Certified copies of the marriage or civil union event may be obtained from the local Registrar in the municipality where the ceremony occurred or from the State Bureau of Vital Statistics and Registration.

Website: <http://www.state.nj.us/health/vital/index.shtml>