

MARRIAGE LICENSE APPLICATION

Marriage and Civil Union Application Procedures (Where? When? Who? What? And How?)

Registrar of Vital Statistics: Brandy C. Boyington
Deputy Registrar: Kristen D. Lippincott

Municipal Building

2159 Jacksonville – Jobstown Rd.
Jobstown, New Jersey 08041

Phone: 609.723.2464 ext. 27

Facsimile: 609.723.6591

Regular Hours: 8:00 AM - 4:00PM

All applications for marriage licenses will be handled during the above-mentioned hours only. Please contact the office to schedule an appointment to complete your application. Both parties AND a witness must come to the office to complete the application.

WHERE (DO WE APPLY)??

Marriage Licenses are available to qualifying couples of all gender compositions. The Marriage or Civil Union license is issued by the licensing officer (Registrar) in the **municipality in which either party resides** and is valid in any municipality in the State of New Jersey or, if neither party is a resident of the State, in the municipality in which the proposed Marriage or Civil Union is to be performed, in which case, the license is valid **only** in that municipality.

WHEN (DO WE APPLY)??

The Registrar of Vital Statistics strongly recommends that you complete the application for the license approximately two weeks prior to the Marriage/Civil Union ceremony date. The office is open from 8:00 AM - 4:00 PM, Monday – Friday (excluding holidays). **Please contact us for an appointment.**

WHO (NEEDS TO BE AT THE APPOINTMENT)??

- Both parties must be present to fill out the application and sign in front of a witness
- A witness, 18 years of age or older, with a valid government issued ID (***cannot be your officiant***)

WHAT (DO WE BRING)??

- Proof of identity by presenting your Driver's License, Passport or other valid State/Federal ID with a photo
- Proof of residency, current address on Driver's License is sufficient
- Your Social Security Number
- Cash, check, or money order for \$28.00 (we do not accept credit/debit)

**Social Security number is required by law for US citizens and will be kept confidential.

**Any documents in a foreign language must be accompanied by a certified English translation

HOW (LONG DOES IT TAKE)??

The appointment will take approximately 45 minutes to an hour. Once the appointment is complete, there is a **72-hour** waiting period from the time the application is signed until the Marriage/Civil Union License can be issued.

INFORMATION NEEDED FOR THE APPLICATION

- The name, address, and telephone number of the person performing the Marriage/Civil Union ceremony (your officiant)
- The name of the municipality in which the Marriage/Civil Union will take place
- The date the Marriage/Civil Union will take place
- Parents' names at birth and places of birth
- If you are widowed, divorced, have had a previous civil union dissolved, domestic partnership terminated, or have had a civil union annulled, please provide the date and location (County & State) where the event occurred