

Office hours 8:30 am – 3:30 pm, Monday-Friday
APPOINTMENT REQUIRED (609) 625-1511 x 600

The following is a checklist for applying for a marriage license or civil union license:

APPLICATION – It will be necessary for the couple to come into the Registrar's Office to apply for the license.

When applying, the following documents are required:

- 1) **Proof of identity** by presenting your driver's license, passport or state/federal ID.
- 2) **Proof of residency.**
- 3) **Your social security card or social security number.** (Social security number is required by law for US citizens and will be kept confidential.)
- 4) **A witness, 18 years of age or older.** The witness will be asked to provide photo ID such as a driver's license.
- 5) **\$28.00 application fee.** Cash or personal check only please! See below for details.

**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 you are 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 your spouse/civil union partner is deceased, please bring **the death certificate.**

PLEASE NOTE: To complete the marriage application, you must know:

- 1) **Name and contact information of your officiant** (person performing your ceremony)
- 2) **Birth names of your parents** (this is what is on their birth certificates, so please know the spelling of any maiden names and middle names)
- 3) **Birthplaces of your parents** (city and state, or country if outside the US)

BLOOD TESTS ARE NO LONGER REQUIRED IN THE STATE OF NEW JERSEY

WAITING PERIOD – When the application is completed, there is a 72-hour waiting period before the license can be issued.

LICENSE – After the waiting period, the license may be picked up by either applicant or a designated person if you cannot come in. The license is valid for 30 days from the date it is issued. New Jersey residents may have their ceremony performed in any municipality in the state of New Jersey by a licensed minister, Superior Court Judge, Municipal Court Judge, Mayor of any municipality in the state of New Jersey, Surrogate, or County Clerk. Out of state residents must have their ceremony in the municipality where they applied for the license.

FEES – The fee for marriage or civil union license is \$28.00. A check or money order made payable to the Township of Hamilton is acceptable with proper ID. Cash is also acceptable. An additional \$40.00 will be charged for returned checks. It is the couple's responsibility to inquire about the officiant's fee.

THE DAY OF THE CEREMONY – Be sure to bring your license with you to give to the officiant. (Some officiants may require this to be done at a prearranged day and time.) On the day of the ceremony there must be two witnesses present.