

Marriage License Requirements

FEES: \$40.00 payable in cash / personal check / money order

OFFICE HOURS: Monday thru Friday 8:00 a.m. to 4:00 p.m.

1465 Orange Turnpike, Monroe, NY 10950 Tel: 845-783-1900 ext. 203 (please call to schedule appointment between the hours of 8:30am – 3 pm)

Both partiers MUST be present

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 <u>Two (2) Proofs of</u> <u>Age and Identity are required</u>. 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); PHOTO COPIES AND IMAGES ON A PHONE ARE NOT ACCEPTED

- 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

**DOCUMENTS IN ANY LANGUAGE OTHER THAN ENGLISH MUST BE TRANSLATED BY A CERTIFIED TRANSLATOR (NOT A NOTARY). THE TRANSLATION MUST BE A FULL AND 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 STAMPED. WE WILL NEED TO SEE BOTH THE ORIGINAL AND TRANSLATED COPY. TRANSLATIONS THAT DO NOT MEET ALL OF THE ABOVE QUALIFICATIONS WILL NOT BE ACCEPTED. *IF EITHER PARTY DOES NOT SPEAK ENGLISH, A BI-LINGUAL TRANSLATOR MUST ACCOMPANY YOU.

CERTIFIED TRANSLATORS

PAPELERIA TRANSLATION SERVICES - NEWBURGH (845) 562-6462 LANGUAGES TRANSLATION SERVICES – Middletown Area Tel: 888-519-3521 SPANISH INTERPRETERS & TRANSLATION SERVICES – Middletown Area Tel: 888-266-4859

- **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. (Ex: 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.

IS THE WEDDING DATE WITHIN 60 DAYS? YES NO	IF YES, BELOW PLEASE GIVE DATE, TIME AND LOCATION:
Phone Number of Bride/Groom/Spouse:	Mailing Address of Bride/Groom/Spouse: (valid after ceremony)
BRIDE/GROOM/SPOUSE	BRIDE/GROOM/SPOUSE
Current First Name	Current First Name
Current Last name	Current Last name
Birth Surname, if different:	Birth Surname, if different:
*Changing Middle and/or Surname Upon Marriage is Optional *Middle Name After Marriage (If Changing)	*Changing Middle and/or Surname Upon Marriage is Optional * <u>Middle Name After Marriag</u> e (If Changing)
*Surname After Marriage (If Changing)	*Surname After Marriage (If Changing)
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 Age (as of today):	Is residence in an incorporated village? Yes No Age (as of today):
Date of Birth [Month/Day /Year]:	Date of Birth [Month/Day /Year]:
Employment, usual occupation:	Employment, usual occupation:
City & State of BIRTH (country if not in USA)	City & State of BIRTH (country if not in USA)
Father's Name: (First, Middle & Last)	Father's Name: (First, Middle & Last)
Father's Country of Birth:	Father's Country of Birth:
Mother's Birth Name: (First, Middle & Last)	Mother's Birth Name: (First, Middle & Last)
Mother's Country of Birth:	Mother's Country of Birth:
Have you ever been married before, in any state/country? Yes No	Have you ever been married before, in any state/country? Yes No
If yes, what is the number of this marriage? You must supply Final Judgement(s) of Divorce and/or Death Certificates for any and all former marriages	If yes, what is the number of this marriage? You must supply Final Judgement(s) of Divorce and/or Death Certificates for any and all former marriages