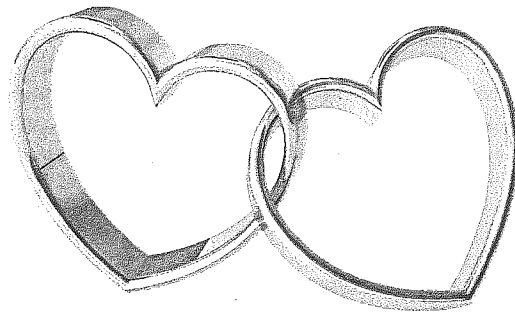


# Information for Couples Planning to Marry



## **Where do we apply?**

To get married in the State of New Jersey, a couple must apply in the municipality they reside, unless they live out of state.

If the couple resides out of state, they apply in the municipality they are getting married in.

## **When do we apply?**

Applications for marriage can be made up to six months prior to the intended date of ceremony. Applications for marriage must be made at least 72 hours prior to the intended date of ceremony. When making an appointment for a marriage application, please take into consideration that the Registrar's office is closed on weekends and holidays.

## **What do we need to apply?**

First, applicants for marriage will need to make an appointment with the local Registrar.

Next, applicants will need to fill out the application for license prescribed by the State of New Jersey.

The application can be found using the following link: [www.allendalenj.gov](http://www.allendalenj.gov) - Forms/Licensing Permits.

## **What do we bring to our appointment?**

Applicants for marriage must provide proof of identity and residency.

Acceptable Proof of Identity:

- Valid Photo driver's license
- Photo State/Federal/County/Municipal ID
- Photo Passport

**Acceptable Proof of Residency:**

- Valid Driver's license (P.O. Box requires a secondary document)
- Utility/tax bill (last 90 days)
- Vehicle insurance

## **A Witness:**

18 years of age or older with a valid photo identification

## **Payment:**

\$28.00 (twenty-eight dollars) check made payable to the Borough of Allendale, or exact change.

## **You're almost there!**

The next step is to pick up your marriage certificate, which is the paperwork that gets filled out on the day of your ceremony!

An appointment is required to pick up your certificate; please call or email to schedule an appointment. The number is 201-818-4400, Ext. 211.

### **Handling and processing your Marriage Certificate:**

Please give the certificates issued by the local Registrar to your officiant to complete.

- Your officiant will complete sections 3, 4, 5a, 5b and 5c.
- Your witnesses (2) will complete 6a, 6b, 6c, 7a, 7b and 7c.

Please be careful when filling out the certificates. The State of New Jersey will not accept strikeouts or whiteouts on any copy of the certificate.

After the certificates are filled out in their entirety, they should be dispersed as follows;

- Both white copies are submitted to the local Registrar of the municipality where the ceremony took place.
- The pink copy is retained by the couple.
- The blue copy is retained by the officiant.

### **We tied the knot!**

After the certificates are filled in, in the municipality in which you married, you will need to apply for certified copies to do the following:

- Change your name with Motor Vehicles
- Health insurance coverage
- Social Security
- Passport
- Banking

Please note, an application for certified copies must be submitted to the municipality in which the ceremony took place in order to obtain a legal copy of your marriage license. Merely filing the marriage certificate does not entitle a couple to certified copies, they must be applied for.

The fee for certified copies in Allendale is \$10.00 per certified copy.

We accept checks made payable to the Borough of Allendale or cash.

### **Certified copies by mail!**

For security purposes, the local Registrar is unable to confirm receipt of a marriage certificate by phone or email, therefore we recommend applications be submitted by mail. Applications can be made in person, by appointment only.

Please include a self-addressed, stamped envelope when making an application by mail.

The address provided on the application must match your proof of residency.

### **Requirements to obtain Certified Copies of a Marriage License.**

#### **Proof of Identification:**

- Valid photo driver's license with current address (no secondary documentation listed below required)
- Valid non-driver's license with current address (no secondary documentation listed below required)
- Valid driver's license without photo and an alternate form of ID with current address (secondary documentation listed below required)

**Proof of residency:**

(TWO (2) of the following will be required if you are not able to provide proof of identification listed above, one of which must have an address.)

- Vehicle registration card
- Vehicle insurance card
- Voter registration card
- US/Foreign passport
- Permanent residence card (green card)
- Federal/State ID
- Utility/tax bill (last 90 days)
- Bank statement (last 90 days)
- W-2 for current or the previous year

\*Please note that the State has decided that a lease/deed no longer suffices as proof of residency\*

**Proof of Relationship**

- Self: If you are the individual on the record, you would be required to show your identification and meet the requirements set forth in the application. If your name has changed, you will need to provide your birth certificate.