

REQUIREMENTS WHEN APPLYING FOR A MARRIAGE LICENSE

- 1. Either applicant MUST reside in Glen Ridge or if residents of another state, must arrange to have ceremony in Glen Ridge. Both applicants to show proof of residency i.e. current driver's license, Utility Bill, Telephone Bill, Tax Return, Pay Stub, showing **PRESENT** address. Please note that if you reside in Glen Ridge, but plan on marrying OUTSIDE THE STATE OF NJ, you MUST APPLY IN THE TOWN WHERE THE CEREMONY WILL TAKE PLACE.**
- 2. Both Applicants to come in together with only one witness, 18 years of age or older.**
- 3. The following are NOT required, but are helpful: Social Security Card and Birth Certificate. (Anyone born abroad must have birth certificate translated into English and notarized by a licensed or professional notary).**
- 4. Where applicable – provide previous Civil Union certificate, Domestic Partner Certificate/Domestic Partner Termination Certificate or Final Divorce Documents or Death Certificate.**
- 5. Make appointment Mon-Fri between 9:00 AM and 3:30 PM at least 10 days before the ceremony, to ensure appointment is available (including 72 waiting period). You will return after the mandatory 72 hour hold period to pick up the actual license.**
- 6. Must know date of ceremony, location of ceremony and who is performing the ceremony before appointment is made.**
- 7. There is a mandatory 72-hour waiting period before license will be issued.**
- 8. License is valid for 30 days from the date it is issued.**
- 9. Fee \$28.00 Cash ONLY (exact change).**

**Call Kathleen Sweeney at 973-748-8400 x 221 or email:
ksweeney@glenridgenj.org for an appointment.**