

# Marriage/Civil Union Application Instructions and Requirements

## 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/civil unions can be made up to six months prior to the intended date of ceremony. (We suggest this if you reside out of state and we suggest one (1) month prior for municipal residents.)
- 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/civil union will need to make an appointment with the local registrar.
- Medford Township's registrar hours to call for an appointment are: Monday - Friday 8:30AM- 4:30PM (609)654-2608x 317 or email the Registrar: <http://www.medfordtownship.com/vitalstatistics>
- Next, applicants will need to fill out the application for license prescribed by the State of New Jersey. (You will fill this out with the Registrar at the time of your appointment.)

## 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)
    - Out of state applicants do not have to provide proof of residency
    - Utility/tax bill (last 90 days)
    - Voter registration
    - Bank statement (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 Township of Medford or exact change

## What do we do after we have applied for a marriage/civil union license?

- The next step is to pick up your marriage/civil union certificate, which is the paperwork that gets filled out on the day of your ceremony!
- Please remember, you must wait **72 hours** from the date/time of application to pick up your certificate.
- Only one person is required to pick up the certificate it can be anyone designated at the time of the application.
- The individual who will pick up the certificates will be asked to show identification and confirm that all of the information typed on the certificate is correct and accurate.

## What happens after our ceremony?

- Detailed instructions for handling and processing your marriage/civil union license will be distributed to the individual picking up the certificate.