

# Instructions for the Handling and Processing of Your Marriage License

**Marriage Certificates no longer have carbon paper! All pages must be completed by hand!**

1. Please give the attached certificates to your officiant to complete.
  - a. The Officiant will complete sections 3, 4, 5a, 5b, and 5c
    - i. Please only indicate the **municipality** and **county** on line 3. Do not include address, location, or venue. (Ex: Medford Township/ Burlington County, not 49 Union St. Medford, NJ 08055)
  - b. You will need two witnesses on the date of your ceremony.
    - i. The witnesses will complete 6a, 6b, 6c and 7a, 7b, and 7c respectively.
  
2. Please be careful when filling out the required information because the **State of New Jersey will not accept strikeouts or whiteouts.**
  - a. If there is a whiteout, strikeout or error made when filling out the certificates an amendment will need to be completed.
  
3. After the certificates are filled out in their entirety they should be dispersed as follows:
  - a. **Copies 1 & 2 are submitted to the local registrar of the municipality where the ceremony took place.**
  - b. Copy 3 is retained by the couple. Please note this is not a legal document.
  - c. Copy 4 is retained by the officiant.
  
4. After the certificates are filed in the municipality in which you got married you will need to **apply for certified copies** to do the following:
  - a. Change your name with Motor Vehicles
  - b. Health insurance coverage
  - c. Social Security
  - d. Passport
  - e. Banking
  
5. Medford Township's application for certified copies can be found at <http://www.medfordtownship.com>
  - a. Medford Township is \$25.00 for the first certified copy and \$5.00 for each additional certified copy.
  - b. We accept checks made payable to the Township of Medford or exact cash.
  
6. Certified copies can be applied for by mail!
  - a. Applications for certified copies are by appointment only.
  - b. Applications cannot be done online

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Please fill out the following and send it with the marriage certificates to the Registrar of Vital Statistics in the municipality in which the marriage took place.

**Name of Officiant:** \_\_\_\_\_

**Phone** number of Officiant \_\_\_\_\_ **E-mail** of Officiant: \_\_\_\_\_

**1st Witness Name:** \_\_\_\_\_

**Phone** number of 1<sup>st</sup> Witness: \_\_\_\_\_ **E-mail** of 1<sup>st</sup> Witness: \_\_\_\_\_

**2nd Witness Name:** \_\_\_\_\_

**Phone** Number of 2<sup>nd</sup> Witness: \_\_\_\_\_ **E-mail** of 2<sup>nd</sup> Witness: \_\_\_\_\_

**Phone Number of Spouse A or B** (best point of contact): \_\_\_\_\_

**E-mail of Spouse A or B** (best point of contact): \_\_\_\_\_