INSTRUCTIONS FOR PERSONS GETTING MARRIED/FORMING A CIVIL UNION

1. Congratulations! You and your partner have just completed your Marriage License/Civil Union License application. You will be given an opportunity to review your License for accuracy before leaving the City Clerk’s Office to ensure that the information on the License is both accurate and spelled correctly.

2. **You must make an appointment to pick up your License AFTER 72-hours.** After the 72-hour waiting period, you will receive four (4) copies of the License labeled #1, #2, #3 & #4. **You will get a second opportunity to review your License for accuracy when you pick it up after the 72-hour waiting period.**

**PLEASE NOTE:** If, after having left the City Clerk’s Office for the second time, you subsequently discover that any of the information that was printed on the License is incorrect or spelled incorrectly, you will have to pay a $20 fee for the correction, you may have to produce additional Vital Records such as a Birth Certificate to process the correction, and the finalization of your marital/civil union status will be significantly delayed. **ENSURING THE ACCURACY AND CORRECT SPELLING OF THE INFORMATION PRINTED ON IT IS YOUR RESPONSIBILITY.**

3. All information provided on the License must be printed clearly and must be plainly legible on all four (4) copies. No cross-outs or erasures are permitted and the use of White-Out is prohibited. **Any copies featuring cross-outs, erasures or the use of White-Out will be rejected by the State.**

4. All information printed on the License must be printed in **black or blue ink** on all four (4) pages. The use of colored ink or felt tipped pens is prohibited.

5. **Once the marriage/civil union ceremony is complete, copies #1 & #2 of the License must be filed with the city or town in New Jersey in which the ceremony was performed within five (5) days of the date of the ceremony.** If your ceremony was in Jersey City, Copies #1 & #2 must be returned to the City Clerk’s Office; they may be mailed to the City Clerk’s Office in the envelope provided or they may be placed in the blue drop-box in the lobby of City Hall. **DO NOT STAPLE COPIES #1 & #2 TOGETHER.**

6. Copy #3 is for you and your partner to keep and Copy # 4 of the License is for the Officiant’s records.

7. If you wish to obtain a certified copy of your Marriage/Civil Union Certificate which serves as proof that you are officially married/joined, you must contact the city or town where the ceremony was performed. **CERTIFIED COPIES ARE NOT AUTOMATICALLY PROVIDED; THEY REQUIRE A SEPARATE APPLICATION AND FEE.**

8. **If you were married/joined in Jersey City** and wish to obtain a certified copy(s) of your Certificate, simply fill out the REG 37 Form and mail it in to the address at the top of this page along with a photocopy of your Driver’s License, (or some other Government-issued photo ID) a self-addressed stamped envelope and check or money order made payable to the “City of Jersey City” for the copies. The cost is $20 for the 1st copy, $10 for each additional copy. You may also make an appointment to apply in person by calling the Office of the City Clerk at 201-547-5150.

9. If you wish to take your spouse’s name, **please be advised that the Office of the City Clerk does NOT process name changes.** Name changes are processed by the Social Security Administration (www.socialsecurity.gov) or if you are a New Jersey resident, by the New Jersey Motor Vehicle Commission (www.njmvc.gov).
**NEW JERSEY DEPARTMENT OF HEALTH**
**CERTIFICATE OF MARRIAGE**

**FOR STATE USE ONLY**

1. FULL NAME OF SPOUSE A (Last name given at birth or on birth certificate/maiden name)
   - JOHN JONES
2. FULL NAME OF SPOUSE B (Last name given at birth or on birth certificate/maiden name)
   - SALLY SMITH
3. PLACE OF MARRIAGE (MUNICIPALITY AND COUNTY)
   - Jersey City
4. DATE OF MARRIAGE
   - 2/14/2023
5a. PRINTED NAME OF PERSON PERFORMING CEREMONY
   - James Johnson
5b. SIGNATURE OF PERSON PERFORMING CEREMONY
   - [signature]
5c. ADDRESS
   - Reverend
   - 100 Church Street
   - Jersey City
   - NJ
   - 07302
6a. PRINTED NAME OF WITNESS
   - Wendy Witness
6b. SIGNATURE OF WITNESS
   - [signature]
6c. ADDRESS
   - 789 Doe Street
   - Jersey City
   - NJ
   - 07304
7a. PRINTED NAME OF WITNESS
   - Andy Adams
7b. SIGNATURE OF WITNESS
   - [signature]
7c. ADDRESS
   - 456 Acme Avenue
   - Jersey City
   - NJ
   - 07305
8a. SIGNATURE OF LOCAL REGISTRAR
   - [signature]

**MARRIAGE LICENSE**

<table>
<thead>
<tr>
<th>License No.</th>
<th>TEST</th>
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9a. DATE OF APPLICATION
   - 02/01/2023
11a. EXPIRATION DATE
    - 03/09/2023

10a. DATE LICENSE ISSUED
    - 02/07/2023
12a. PRINTED NAME OF LOCAL REGISTRAR
     - [signature]

13a. FULL NAME OF APPLICANT A
     - JOHN JONES
14a. DATE OF BIRTH
     - 01/02/1998
15a. AGE
     - 25
16a. SEX
     - MALE
17a. BIRTHPLACE
     - JERSEY CITY
18a. MUNICIPALITY OF RESIDENCE, STATE
     - JERSEY CITY
     - NJ
     - 07302
19a. CURRENT DOMESTIC STATUS
     - Single

20a. PARENT'S FULL NAME AT BIRTH
     - JOSEPH JONES
21a. PARENT'S FULL NAME AT BIRTH
     - AMANDA WASHINGTON
22a. MOTHER'S FULL NAME AT BIRTH
     - MARY DOE
23a. FATHER'S FULL NAME AT BIRTH
     - SAM SMITH
24a. BIRTHPLACE
     - JERSEY CITY

**SAMPLE – NOT A VALID LICENSE**