

NORTH HANOVER TOWNSHIP REGISTRAR OFFICE

HOW TO APPLY FOR A MARRIAGE LICENSE OR A CIVIL UNION IN FOUR EASY STEPS

STEP ONE – **Figure out what town you need to apply in**

- The application for marriage is to be made in the municipality in which either party resides.
- If neither party lives in New Jersey, then the couple must apply in the town in New Jersey where the ceremony will take place.

STEP TWO – **Schedule Appointment with Officiant to Marry You.**

- It is your responsibility to find someone to marry you and schedule an appointment with that person. You will need their name, address, and date of ceremony for the marriage application. There is a strict minimum of a 72 hour waiting period before the marriage license can be released to you. Once the license is released it is only good for 30 days. So schedule the date of your ceremony with this in mind...giving yourself plenty of time between picking-up the marriage license after the 72 hour waiting period and the date of your actual ceremony.

STEP THREE – **Call the town in which you reside or where the ceremony is going to be (whichever applies) to make an appointment to apply.**

- In North Hanover Township applications are NOT TAKEN on a walk-in-basis. Citizens are required to schedule an appointment with the Registrar of Vital Statistics by calling 609-758-2522 ext. 241.

STEP FOUR – **What to Bring With You After You Make Your Appointment To Apply.**

- \$28.00 fee – Cash or Check only. If paying in cash you have to have EXACT CHANGE. Checks are made payable to “North Hanover Township”.
- A witness age 18 or older. The witness must provide 1 form of ID to verify identity.
- Birth certificates
- Bring 2 primary forms of ID (Photo Driver’s License, Passport, other official photo ID)
- You MUST show proof of residency – Driver’s License with correct address **plus** 1 of the following: Utility Bill, Bank Statement, Credit Card Bill, Car Insurance, Car Registration, Current W2, etc..
- If a driver’s license is not available, then provide 2 of the alternate items as listed above.
- Know your social security number or have the card with you. Bring documents to verify the termination of a previous relationship i.e. divorce decree, death certificate, civil annulment.
- Any documents from foreign countries MUST be accompanied by an official English translation.
- Know both sets of parent’s names and birth places (Town, State or Country) and know your mother’s “maiden” name.
- You will need to provide the name and address of the person who is scheduled to marry you. You will also need to provide the date of the scheduled marriage. The Marriage License cannot be released to you without this information.

EASY CHECKLIST FOR APPLYING IN NORTH HANOVER TOWNSHIP

**IF ALL OF THE FOLLOWING ANSWERS TO THE BELOW QUESTIONS ARE CIRCLED AS A
“YES”**

THAN YOU ARE READY TO APPLY FOR A MARRIAGE LICENSE:

- 1. Do you live in North Hanover Township? *Yes or No***
- 2. If you live in North Hanover Township, did you make an appointment to apply for a Marriage License?
*Yes or No***
- 3. Do you have the name & address of the officiant who will perform the Marriage & establish the date of the
ceremony? *Yes or No***
- 4. Do you have \$28 exact change or a check written out to North Hanover Township? *Yes or No***
- 5. Do you have a witness age 18+ and do they have one form of ID? *Yes or No***
- 6. Do you both have your birth certificates? *Yes or No***
- 7. Do you both have valid photo ID? *Yes or No***
- 8. Do you both have PROOF OF RESIDENCY? *Yes or No***
- 9. Do you both know your social security numbers? *Yes or No***
- 10. Do you both know the “maiden” name of your mothers? *Yes or No***
- 11. Do you both know the birth places of your parents? *Yes or No***
- 12. If applicable, do you have documents to prove termination of prior relationship? *Yes or No***
- 13. If applicable, do you have an English translation for any foreign documents you have? *Yes or No***