

## Procedures for Obtaining a Marriage or Civil Union License

The **Tenaflly Borough Hall is open to the public**. However, we will be following the appropriate protocol regarding the wearing of a facemask and proper distancing as we handle all interactions and the submission of the proper documents. **Only the couple and one witness will be allowed to come to the appointment.**

### **MARRIAGE LICENSE APPLICATIONS ARE BY APPOINTMENT ONLY.**

**An application for a marriage License should be done no more than 30 days before and no less than 72 hours before the ceremony (example: 2 weeks).**

**Telephone Registrar at (201)641-9234 or (201)568-6100**

**Appointments are on Tuesdays and Thursdays between the hours of 9:00 AM to 3:00 PM**

**No marriage application will be taken without an appointment.**



**Go to the health department that applies to you.**

■ The Marriage or Civil Union license shall be issued by the licensing officer in the New Jersey municipality in which either party resides. The license is valid in any municipality in the State of New Jersey.

■ If neither are **RESIDENTS** of New Jersey, the application is to be made in the **MUNICIPALITY WHERE THE PROPOSED MARRIAGE OR CIVIL UNION IS TO BE PERFORMED.**

### **Required documents when applying for a marriage/civil union license: (NO Exceptions)**

1. Proof of identity by presenting your current driver's license, passport or state/federal I.D.
2. Proof of your residency.
3. Your social security card or social security number. Social security number is required by law for US citizens and will be kept confidential.
4. A witness, 18 years of age or older.
5. If your former spouse/civil union or domestic partner is deceased, please bring the death certificate.
6. **The \$28 application fee (two checks or two money orders payable to Borough of Tenaflly; one for \$25.00 and one for \$3.00). NO CASH ACCEPTED.**

### **Requested additional documents (these documents are helpful but not required):**

1. A copy of your birth certificate to establish your parents' names and related birth information.
2. If you are divorced, have had a previous civil union dissolved, domestic partnership terminated or have had a civil union annulled, please bring the decree(s) or the civil annulment documents.

\*Any documents in a foreign language must be accompanied by a certified English translation.

Please make sure you have filled out the first page of the application form or if it is two pages, the first page only. There is a 72-hour waiting period (3days) to process the application. After the waiting period, you will return to the Tenaflly Registrar Office and pick up your license.

Your marriage/civil union certificate must be sent to the city, township or borough that you were married/civil unioned in **within five (5) days after the ceremony.**

**CLICK [HERE](#) FOR THE APPLICATION.**

**THE APPLICATION CAN ALSO BE ACCESSED ON THE WEB AT [www.state.nj.us/health/vital](http://www.state.nj.us/health/vital) (See Reg. 77)**