

HOW TO APPLY FOR A MARRIAGE OR REMARRIAGE LICENSE

Where to apply: Apply for the marriage license in the NEW JERSEY municipality WHERE EITHER PARTY RESIDES. The license is valid throughout New Jersey. IF NEITHER APPLICANT IS A NEW JERSEY RESIDENT, submit the application in the municipality where the marriage ceremony will be performed. In this case, the license is only valid in the issuing municipality. You may get an application form at the Local Registrar's office or online, www.state.nj.us/health. **Do not sign the marriage application form before going to the Local Registrar.** You must sign the application, under oath, in the presence of the issuing authority, the Registrar will complete page two. The applicants **MUST** bring a witness (over the age of 18) who knows both of them; the witness will be asked to swear to the accuracy and completeness of the applicant's answers. All parties must be able to communicate in a language understandable by the Registrar. It is the responsibility of the applicants to have a translator if necessary.

Requirements for entering into a marriage: The following criteria must be met before two people can enter a marriage: you may NOT be a party to another civil union, domestic partnership or marriage in this state or recognized by this state; you must be at least 18 years of age, except that applicants under the age of 18 may enter into a marriage with parental consent. Applicants under the age of 16 must obtain parental consent and have the consent approved in writing by any judge of the Superior Court, Chancery Division, Family Part.

Required documents when applying for a marriage license

- Proof of identity by presenting your driver's license, passport or state/federal I.D.
- Proof of residency only if a NJ resident
- Social Security number*
- A witness, 18 years of age or older
- The \$28 application fee

* Your social security number is required by law for US citizens and will be kept confidential.

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

AFTER YOU APPLY: There is a 72-hour waiting period before the license is issued. The waiting period begins when the application is filed with the Local Registrar, so give yourself sufficient time between applying for the license and the actual wedding date. The marriage license is valid for 30 days anywhere in the State of New Jersey after the date of issue.

REMARRIAGE: For individuals who are currently married in New Jersey or are married in another state or country, the option exists to reaffirm your relationship/vows by registering a remarriage. **To apply for a remarriage**, the couple must provide proof of their existing marriage, meet the requirements for entering into a marriage in New Jersey and follow the guidelines above to complete the license application. The process for a remarriage license is the same as for the marriage license, except that the remarriage license must be accompanied by the proof of existing marriage. There is no 72-hour waiting period for a remarriage; however, you must bring a certified copy of your existing marriage.

The marriage and remarriage license fee is \$28 and is payable when you come in to apply for your license. You may pay by cash (**EXACT CHANGE PLEASE**), check or money order. The completed license can be picked up in the Tax Office Monday-Friday, 8:30 am – 4:30 pm. The Registrar's office is located in the borough Municipal Building, 229 Trenton Avenue. Applications may be taken between 9:30 am – 3:15 pm, Monday, Wednesday, Thursday and Friday. Hours are also available Tuesdays from 12:30 pm to 5:15 pm. **Please call for an appointment to make sure the Registrar is available** (unavailability due to lunch, vacation, or other appointments, etc.). If you have any questions please feel free to call 856/547-8585 or email: eholcombe@barringtonboro.com.

TO ORDER A CERTIFIED COPY OF AN EVENT THAT TOOK PLACE IN THE BOROUGH OF BARRINGTON:

Step 1: Identify the non-genealogical record. You must be able to fully identify the record by providing all of the information listed below on the application form. Your request cannot be accepted unless you provide the information below.

- Full name on the record
- City where the event occurred
- Exact date of the event (month, day and year)
- Mother's maiden name
- Father's name (if recorded on the record)
- For Marriage, Civil Union or Domestic Partnership

Step 2: Provide Acceptable Identification. You must provide acceptable ID in order to get a copy of any vital record. Copies of vital records **must** be mailed to the address listed on your identification. The following are acceptable forms of ID:

- A current, valid photo driver's license or photo non-driver's license with current address
- OR**

- A current, valid driver's license without photo and one alternate form of ID with current address
OR
- Two alternate forms of ID, one of which must have current address.

Alternate forms of ID are:

- Vehicle registration
- Vehicle insurance card
- Voter registration
- US/Foreign Passport
- Immigrant Visa
- Permanent Resident Card (Green card)
- Federal/State ID
- County ID
- School ID
- Bank Statement (within previous 90 days)
- Utility bill (within the previous 90 days)
- Tax Return or W-2 for current/previous tax year

People who are homeless can have a social worker or the coordinator of the homeless shelter where they are temporarily residing submit a request on behalf of the homeless person. The request must be on their agency letterhead and provide the identifying information on the homeless person's vital record. The request must be accompanied by proof of employment by the agency and valid identification. The resulting copy of the vital record will be mailed to the agency.

People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past AND photo work identification from a prison/probation official. **Please do not send in original ID documents. Only copies are required.**

Step 3: Payment of Fees. Fees for copies of vital records issued vary by municipality. Please contact the [Local Vital Records office](#) where the event occurred for information about their fees.

The Barrington Office of Vital Statistics and Registry charges:

- \$10 for a certified copy of a marriage or birth record
- \$25 one certified copy of a death record and \$2 for each additional copy of the same record ordered at the same time.

Applications can be obtained from, and when completed mailed to, the Borough of Barrington and may be paid by check or money order made payable to: Borough of Barrington. **Please do not send cash through the mail.**

Step 4: Proof of Relationship **ONLY** required if ordering a certified copy of a vital record. To get a **certified copy** of a person's vital record, you must provide proof of your relationship to the person listed on the record **and** the proof must establish you are one of the following:

- The subject of the record
- The subject's parent, legal guardian or legal representative
- The subject's spouse/civil union partner; child, grandchild or sibling, if of legal age
- A state or federal agency for official purposes
- Pursuant to court order

Step 5: Submitting your completed application and supporting documents. Regardless of the where you place your order you will have to send with your application:

- all required copies of ID establishing your identity
- the correct fee, and
- copies of documents proving your relationship to the person named on the record

****Your application will be returned if you do not send in all required information.**