

**MARRIAGE LICENSE INFORMATION**

**MARRIAGE LICENSES WILL BE ISSUED BY APPOINTMENT ONLY!**

**Please complete this form and affidavits on following page, submit completed forms and required documentation by e-mail to Town Clerk's Office. You will be contacted by Town Clerk's Office to set up an appointment.**

**RESIDENCY REQUIREMENT: At least one person must be a Southold Town Resident.**

**Applicants are required to establish proof of age and identity by submitting the following DOCUMENTS:**

- (1) **Birth Certificates** – Certified transcript of birth issued from a government agency with raised seal in English. If original is not in English, it must be translated by a certified translator and attached with the original birth certificate.
- (2) **Picture I.D.** – Driver's License; Passport; Employment Picture I.D. or Immigration Record.
- (3) **Social Security Card**

**Translator: as necessary must accompany couple in person**

**Information regarding previous marriages must be furnished whether living or deceased (death certificate required) and if the applicants are divorced, information of all divorces regardless of number of marriages and divorces must be provided in the form of an original or certified copy of all Decrees of Divorce(s) or Certificates of Dissolution of Marriage. Provide both parents names (including mother's maiden) and country of birth.**

**YOU MUST BRING ALL ABOVE ORIGINAL DOCUMENTS WITH YOU AT TIME OF APPOINTMENT FOR MARRIAGE LICENSE.**

**License fee - \$40.00 by credit card, check or cash after appointment and issuance.**

**24 hour waiting period prior to wedding ceremony  
Valid for sixty (60) days after issuance**

Email all filled out forms and requested information to:  
[sabrina.born@town.southold.ny.us](mailto:sabrina.born@town.southold.ny.us) &  
[jennifermu@southoldtownny.gov](mailto:jennifermu@southoldtownny.gov)

**Date of Marriage** \_\_\_\_\_  
**Cell Phone Numbers:** Groom \_\_\_\_\_  
Bride \_\_\_\_\_

**Please list the address to mail your "Certificate of Marriage Registration to after you are married:  
Mailing Address:** \_\_\_\_\_

**Officiant Performing Marriage Ceremony**  
**Full Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_ **Telephone Number** \_\_\_\_\_

STATE OF NEW YORK  
DEPARTMENT OF HEALTH  
AFFIDAVIT, LICENSE and  
CERTIFICATE OF  
MARRIAGE

COUNTY \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_  
DISTRICT NUMBER \_\_\_\_\_  
REGISTER NUMBER \_\_\_\_\_

SUPPLEMENTAL FILE \_\_\_\_\_

BRIDE/GROOM/SPOUSE

BRIDE/GROOM/SPOUSE

1 A. FULL NAME  
FIRST MIDDLE CURRENT SURNAME  
B. BIRTH NAME, IF DIFFERENT \_\_\_\_\_  
C. SURNAME AFTER MARRIAGE (OPTIONAL - SEE REVERSE) \_\_\_\_\_  
D. SOCIAL SECURITY NUMBER \_\_\_\_\_

2 RESIDENCE A \_\_\_\_\_ B \_\_\_\_\_ (COUNTY)  
(STATE)  
C. CHECK ONE AND SPECIFY CITY  TOWN  VILLAGE   
D. STREET ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
E. IS RESIDENCE WITHIN LIMITS OF CITY OR INCORPORATED VILLAGE? YES  NO

3 A AGE \_\_\_\_\_ B DATE OF BIRTH MM/DD/YYYY C. SEX (OPTIONAL) \_\_\_\_\_

4 EMPLOYMENT  
A. USUAL OCCUPATION \_\_\_\_\_  
B. TYPE OF INDUSTRY OR BUSINESS \_\_\_\_\_

5 PLACE OF BIRTH \_\_\_\_\_ (CITY, STATE / COUNTRY, IF NOT USA)

6 FATHER OR PARENT  
A. NAME (OR MAIDEN NAME, IF APPLICABLE) \_\_\_\_\_  
B. COUNTRY OF BIRTH \_\_\_\_\_

7 MOTHER OR PARENT  
A. NAME (OR MAIDEN NAME, IF APPLICABLE) \_\_\_\_\_  
B. COUNTRY OF BIRTH \_\_\_\_\_

8 NUMBER OF THIS MARRIAGE \_\_\_\_\_

9 PREVIOUS MARRIAGES  
A. NUMBER OF PREVIOUS MARRIAGES WHICH ENDED BY  
DIVORCE: \_\_\_\_\_ CIVIL ANNULMENT: \_\_\_\_\_ DEATH: \_\_\_\_\_  
B. HOW DID LAST MARRIAGE END? DIVORCE  (1) ANNULMENT  (1) DEATH  (2)  
C. DATE LAST MARRIAGE ENDED? MM/DD/YYYY  
D. ARE ANY FORMER SPOUSE(S) ALIVE? YES  NO

10. IF PREVIOUSLY DIVORCED OR ANNULLED, PROVIDE THE FOLLOWING INFORMATION  
DATE OF DECREE PLACE ISSUED AGAINST WHOM  
(MONTH, DAY, YEAR) (CITY/COUNTY, STATE/COUNTRY, IF NOT USA) SELF SPOUSE

1ST    
2ND    
3RD    
4TH

11 A. FULL NAME  
FIRST MIDDLE CURRENT SURNAME  
B. BIRTH NAME, IF DIFFERENT \_\_\_\_\_  
C. SURNAME AFTER MARRIAGE (OPTIONAL - SEE REVERSE) \_\_\_\_\_  
D. SOCIAL SECURITY NUMBER \_\_\_\_\_

12 RESIDENCE A \_\_\_\_\_ B \_\_\_\_\_ (COUNTY)  
(STATE)  
C. CHECK ONE AND SPECIFY CITY  TOWN  VILLAGE   
D. STREET ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
E. IS RESIDENCE WITHIN LIMITS OF CITY OR INCORPORATED VILLAGE? YES  NO

13 A AGE \_\_\_\_\_ B DATE OF BIRTH MM/DD/YYYY C. SEX (OPTIONAL) \_\_\_\_\_

14 EMPLOYMENT  
A. USUAL OCCUPATION \_\_\_\_\_  
B. TYPE OF INDUSTRY OR BUSINESS \_\_\_\_\_

15. PLACE OF BIRTH \_\_\_\_\_ (CITY, STATE / COUNTRY, IF NOT USA)

16. FATHER OR PARENT  
A. NAME (OR MAIDEN NAME, IF APPLICABLE) \_\_\_\_\_  
B. COUNTRY OF BIRTH \_\_\_\_\_

17. MOTHER OR PARENT  
A. NAME (OR MAIDEN NAME, IF APPLICABLE) \_\_\_\_\_  
B. COUNTRY OF BIRTH \_\_\_\_\_

18. NUMBER OF THIS MARRIAGE \_\_\_\_\_

19 PREVIOUS MARRIAGES  
A. NUMBER OF PREVIOUS MARRIAGES WHICH ENDED BY  
DIVORCE: \_\_\_\_\_ CIVIL ANNULMENT: \_\_\_\_\_ DEATH: \_\_\_\_\_  
B. HOW DID LAST MARRIAGE END? DIVORCE  (1) ANNULMENT  (1) DEATH  (2)  
C. DATE LAST MARRIAGE ENDED? MM/DD/YYYY  
D. ARE ANY FORMER SPOUSE(S) ALIVE? YES  NO

20. IF PREVIOUSLY DIVORCED OR ANNULLED, PROVIDE THE FOLLOWING INFORMATION  
DATE OF DECREE PLACE ISSUED AGAINST WHOM  
(MONTH, DAY, YEAR) (CITY/COUNTY, STATE/COUNTRY, IF NOT USA) SELF SPOUSE

1ST    
2ND    
3RD    
4TH

I duly swear/affirm, depose and say, that to the best of my knowledge and belief that the information I provided is true and that I declare that no legal impediment exists as to my right to enter into the marriage state.

21. SIGNATURE \_\_\_\_\_ USE CURRENT NAME  
22. SIGNATURE \_\_\_\_\_ USE CURRENT NAME  
23. SUBSCRIBED AND SWORN TO/AFFIRMED BEFORE ME  
SIGNATURE OF TOWN OR CITY CLERK \_\_\_\_\_ DATE \_\_\_\_\_

This license authorizes the marriage in New York State of the parties named above by any person authorized by New York State Domestic Relations Law § 11 to perform marriage ceremonies within New York State. THIS LICENSE VALID IN NEW YORK STATE ONLY.  
 If checked, this license is to be used only for the purpose of a second or subsequent ceremony.



24 TOWN OR CITY CLERK  
NAME (PRINT) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

25 A. SOLEMNIZATION PERIOD BEGINS  
TIME MONTH DAY YEAR  
AM PM  
25 B. SOLEMNIZATION PERIOD ENDS AT MIDNIGHT ON  
MONTH DAY YEAR

I CERTIFY THAT I SOLEMNIZED THE MARRIAGE OF THE PARTIES NAMED ABOVE ON THE DATE AND AT THE TIME AND PLACE INDICATED.

26 SOLEMNIZATION OCCURRED  
TIME MONTH DAY YEAR  
AM PM

27 TYPE OF CEREMONY  
0  RELIGIOUS 1  CIVIL  
9  OTHER, SPECIFY \_\_\_\_\_

28. PLACE WHERE MARRIAGE OCCURRED  
A. STATE NEW YORK  
B. COUNTY \_\_\_\_\_  
C. LOCATION OF CEREMONY (CHECK ONE AND SPECIFY)  
CITY  TOWN  VILLAGE   
OF (SPECIFY) \_\_\_\_\_ NAME OF LOCALITY \_\_\_\_\_

29. OFFICIANT NAME (PRINT) \_\_\_\_\_ TITLE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
STREET \_\_\_\_\_ CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

31. WITNESS TO CEREMONY  
NAME (PRINT) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

30. WITNESS TO CEREMONY  
NAME (PRINT) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

SPECIFY ADDRESS WHERE CERTIFICATE OF MARRIAGE REGISTRATION SHOULD BE SENT

AFFIDAVIT  
ZIP  
STATE  
CITY / TOWN / VILLAGE  
STREET AND NUMBER

AFFIDAVIT

LICENSE

CERTIFICATE

NOTE: OFFICIANT MUST RETURN LICENSE TO ISSUING CLERK WITHIN FIVE (5) DAYS OF SOLEMNIZATION

## Attention:

### Applicants

#### Social Security Numbers

Social Security Numbers of the applicants are mandatory. They are required by New York State Domestic Relations Law Section 15 and 42 U.S.C. 666(a). They may be used for child support enforcement purposes.

#### Notice:

**If either or both parties wish to change the surname by which he or she is known after marriage, please review the information below and then complete item 1C and/or 11C on the front side of this record.**

- (1) Every person has the right to adopt any name by which he or she wishes to be known simply by using that name consistently and without intent to defraud.
- (2) A person's last name (surname) does not automatically change upon marriage, and neither party to the marriage must change his or her last name. Parties to a marriage need not have the same last name.
- (3) One or both parties to a marriage may elect to change the surname by which he or she wishes to be known after the solemnization of the marriage by entering the new name in the appropriate space provided in the Affidavit Section of this application. Such entry shall consist of one of the following surnames:
  - (i) the surname of the other spouse; or
  - (ii) any former surname of either spouse; or
  - (iii) a name combining into a single surname all or a segment of the premarriage surname or any former surname of each spouse; or
  - (iv) a combination name separated by a hyphen, provided that each part of such combination surname is the premarriage surname, or any former surname, of each of the spouses.
- (4) The use of this option will have the effect of providing a record of the change of name. The marriage certificate, containing the new name, if any, constitutes proof that the use of the new name, or the retention of the former name, is lawful.
- (5) Neither the use of, nor the failure to use, this option of selecting a new surname by means of this application abrogates the right of each person to adopt a different name through usage at some future date.

### Clerk

- All entries must be typed or printed.
- Applicants must provide all information in the affidavit section.
- Issue original to couple after making a photocopy.
- Retain photocopy until original copy is returned by the officiant.

# MARRIAGE LICENSES



town or city clerk in the state. The application for a license must be signed both by the bride and groom in the presence of the town or city clerk. A representative cannot apply for the license on behalf of the bride or groom. This applies even if the representative has been given the Power of Attorney.

Notarized marriage license affidavits signed by the bride or groom cannot be substituted for their personal appearance.

## What are the hours to obtain a marriage license?

The Southold Town Clerk's office issues marriage licenses Monday thru Friday between the hours of 9:00 a.m. and 3:00 p.m.. For more information please call 631/765-1800.

## Is there a waiting period?

Yes. Although the marriage license is issued immediately, the marriage ceremony may not take place within 24 hours from the exact time that the license was issued.

When both applicants are 16 years of age or older, the 24-hour waiting period may be waived by an order of a justice of the Supreme Court or a judge of the County Court of the county in which either the bride or groom resides. If either person is under 16 years of age, the order must be from the Family Court judge of the county in which the person under 16 years of age resides.

## How long is the license valid?

Elizabeth A. Neville  
Southold Town Clerk  
Town of Southold  
53095 Main Road  
PO Box 1179  
Southold, NY 11971  
(631)765-1800  
fax: (631)765-6145  
E.Neville@town.southold.ny.u

s

## Where do you get a marriage license?

A couple who intends to be married in New York State must apply in person for a marriage license to any

A marriage license is valid for 60 days, beginning the day after it is issued.

## How much does the license cost?

If the marriage license is issued by a town or city clerk in New York State outside of New York City, it costs \$40. This fee includes the issuance of a Certificate of Marriage Registration. This certificate is automatically sent by the issuing clerk to the applicants within 15 days after the completed license is returned by the officiant (person who performs the marriage ceremony). It serves as notice that a record of the marriage is on file. Couples who do not receive a Certificate of Marriage Registration within four weeks of the wedding should contact the town or city clerk who issued the license.

If the license is to be issued by the City Clerk of the City of New York, please contact the office of the City Clerk of the City of New York for current fees. The City Clerk's Office can be reached at (212) 669-2400 or via their website at [www.nycmarriagebureau.com](http://www.nycmarriagebureau.com).

## Is a premarital physical exam required?

No premarital examination or blood test is required to obtain a marriage license in New York State.

## Who can get married?

- Age Requirements**
- If either applicant is under 14 years of age, a marriage license cannot be issued.
  - If either applicant is 14 or 15 years of age, such

applicant(s) must present the written consent of both parents and a justice of the Supreme

Court or a judge of the Family Court having jurisdiction over the town or city in which the application is made.

- If either applicant is 16 or 17 years of age, such applicant(s) must present the written consent of both parents.
- If both applicants are 18 years of age or older, no consents are required.

One parent alone may consent to a minor's marriage if:

- the other parent has been missing for one year preceding the application;
- the parents are divorced and the consenting parent was given sole custody of the child when the divorce decree was awarded;
- the other parent has been judged incompetent;
- or
- the other parent is deceased.

Parents, guardians or other people consenting to the marriage of a minor must personally appear and acknowledge or execute their consent before the town or city clerk or some other authorized official. If the notarized affidavit is made before an official outside of the State of New York, it must be accompanied by a certificate of authentication when the consent is filed in New York State.

## Proof of Age and Identity

A person is required to establish proof of age and identity by submitting to the issuing clerk:

### Where can a marriage take place?

A New York State marriage license may be used within New York State only. Please note that if you go out of New York State to be married, your New York State marriage license will not be filed in New York State.

### What about the ceremony?

There is no particular form or ceremony required except that the parties must state in the presence of an authorized member of the clergy or public official and at least one other witness that they take each other as husband and wife.

There is no minimum age for a witness. However, in selecting a witness, choose at least one person who you feel would be competent to testify in a court proceeding as to what he or she witnessed.

### Who can perform a marriage ceremony?

To be valid, a marriage ceremony must be performed by any of the individuals specified in Section 11 of the New York State Domestic Relations Law. These include:

- the mayor of a city or village;
- the former mayor, the city clerk or one of the deputy city clerks of a city of more than one million inhabitants;
- a marriage officer appointed by the town or village board or the city common council;

- a justice or judge of the following courts: the U.S. Court of Appeals for the Second Circuit, the U.S. District Courts for the Northern, Southern, Eastern or Western Districts of New York, the NYS Court of Appeals, the Appellate

Division of the NYS Supreme Court, the NYS Supreme Court, the Court of Claims, the Family Court, a Surrogates' Court, the Civil and Criminal Courts of New York City (including Housing Judges of the Civil Court) and

other courts of record;

- a village, town or county justice;
  - a member of the clergy or minister who has been officially ordained and granted authority to perform marriage ceremonies from a governing church body in accordance with the rules and regulations of the church body;
  - a member of the clergy or minister who is not authorized by a governing church body but who has been chosen by a spiritual group to preside over their spiritual affairs;
  - other officiants as specified by Section 11 of the Domestic Relations Law.
- The person performing the ceremony must be registered with the City of New York in order to perform a ceremony within the New York City limits. The officiant does

not have to be a resident of New York State.

Ship captains are not authorized to perform marriage ceremonies in New York State.

### Where do you get copies of records?

For copies of marriage licenses issued anywhere in New York State except New York City, a certified copy of the marriage record may be obtained from the office of the town or city clerk who issued the license, or from the New York State Department of Health. The fee is \$10 if you obtain a certified copy from the town or city clerk who issued the license. If applying to the New York State Department of Health, the fee is \$30.

For a certified copy, write to:

Certification Unit  
Vital Records Section  
New York State Department of Health  
P.O. Box 2602

Albany, New York 12220-2602

For marriage licenses issued in New York City, do not apply to the New York State Department of Health. You must apply to the borough office of the City Clerk of New York in the borough where the license was issued. For an application and current fees, contact the City Clerk of New York at (212)669-2400 or go to [www.nycmarriagebureau.com](http://www.nycmarriagebureau.com).

MANHATTAN:  
Municipal Building, New York, New York 10007

BRONX:

780 Grand Concourse, New York, New York 10457

BROOKLYN:  
Municipal Building, Brooklyn, New York 11202

QUEENS:  
120-55 Queens Boulevard, Kew Gardens, Jamaica, New York 11424

RICHMOND:  
Borough Hall, St. George, Staten Island, New York 10301

• A certified Birth Certificate issued from a government agency. If the birth certificate is in a foreign language, a certified translation must also accompany the original birth certificate.

#### **AND**

• Driver's license; Passport; Employment  
Picture I.D.; or Immigration Record

#### ***Familial Restrictions***

A marriage may not take place in New York State between an ancestor and descendant, a brother and sister (full or half blood), an uncle and niece or an aunt and nephew, regardless of whether or not these persons are legitimate or illegitimate offspring.

#### ***Previous Marriages***

Information regarding previous marriages must be furnished in the application for a marriage license. This includes whether the former spouse or spouses are living, and whether the applicants are divorced and, if so, when, where and against whom the divorce or divorces were granted. An original, certified copy of **all** Decrees of Divorce or Certificates of Dissolution of Marriage required by the clerk issuing the marriage license.

#### ***Surname Options***

Every person has the right to adopt any name by which he or she wishes to be known simply by using that name consistently and without intent to defraud. A person's last name (surname) does not automatically change upon marriage, and neither party to the marriage is required to change his or

her last name. The bride and groom need not take the same last name.

One or both parties to a marriage may elect to change the surname by which he or she wishes to be known after the marriage by entering the new name in the appropriate space provided on the marriage license.

The new name must consist of one of the following options:

- the surname of the other spouse;
- any former surname of either spouse;
- a name combining into a single surname all or a segment of the pre-marriage surname or any former surname of each spouse;
- a combination name separated by a hyphen, provided that each part of such combination surname is the pre-marriage surname, or any former surname, of each of the spouses.

The use of this option will provide a record of your change of name. The marriage certificate, containing the new name, if any, is proof that the use of the new name, or the retention of the former name, is lawful. The local Social Security Administration office should be contacted so that its records and your social security identification card reflect the name change. There is no charge for this service.

Whether you decide to use or not use this option at the time of your marriage license application, you still have the right to adopt a different name through usage at some future date. However, your marriage license cannot be changed to record a surname you decide to use after your marriage.

If you plan to use your married name at work, be sure to have your name changed in Social Security records. This way, you will get credit for all your earnings. It's easy and it's absolutely free. Contact any Social Security office. Look in the telephone book for the address and phone number. You will need documentary evidence showing both your old name and your new name.