

MARRIAGE & CIVIL UNION IN NEW JERSEY

1. A marriage or civil union license is issued by the licensing officer (Registrar of Vital Statistics) in the municipality in which either applicant resides if the marriage or civil union is being performed in New Jersey. If neither applicant resides in New Jersey but the ceremony is being performed in this state, the applicants must apply in the municipality in which the ceremony is being performed.
2. Both applicants must provide “proof of identity”, i.e. valid driver’s license showing current address or valid passport along with lease agreement, property tax bill, utility bill, government issued photo identification with address or any other document approved by the Registrar or his/her designee.
3. The applicants along with one witness (at least 18 years of age) who understands English and who can verify the information that is provided to the Registrar (under Oath) must appear before the Registrar or his/her designee at the Municipal Clerk’s Office, One Main Street, Woodbridge to apply for one of the aforesaid licenses.
4. Once the applicants and witness sign the application that starts a 72-hour waiting period (3 days). Example: If you apply for a license on Monday at 3:00 P.M. it will be available for pick up after 3:00 P.M. on Thursday. If your ceremony is on a Saturday or Sunday the absolute latest you can apply for a license is the prior Tuesday no later than 3:00 P.M. (Applicants are reminded that the Municipal Clerk’s Office is closed on most holidays and it is the applicant’s responsibility to check beforehand to be sure the office is open). If the 72-hour waiting period is not satisfied, at least one of the applicants must appear before the Judge of the Family Court, Middlesex County Court House, 120 New Street, New Brunswick to acquire a waiver of the 72-hour waiting period. The approved waiver must then be presented to the Registrar at the time of making application.

WHAT TO BRING WITH YOU WHEN YOU APPLY:

1. Please have application filled out before coming into office, but **do not** sign. Both applicants must bring their driver’s license showing current address or passport along with proof of residency in the form of a lease, utility bill etc. and copy of birth certificate.
2. If either party were previously married or in a civil union, proof of divorce (decree) or dissolution of civil union must be presented for review. If widowed, a death certificate of the immediate preceding spouse or partner must be presented for review.
3. Both applicants must provide full names of their parents (to include middle names and also maiden names of mothers) and their respective birthplaces.
4. Applicants must provide name and title of the person(s) performing the ceremony as well as the address and telephone number of the individual(s).
5. Applicants must provide a mailing address where they will be residing immediately following the ceremony.
6. The marriage or civil union license can be picked up during normal business hours after the waiting period. Once the license is released to the applicants, the ceremony must take place within 30 days of issuance or it will expire. If there is a postponement of ceremony or if the event does not occur, immediately notify the **Registrar’s Office at (732) 634-4500 ext. 6443**.
7. License application fee is \$28 cash/exact change (**non-refundable**) payable upon application. If applicants are to be married in Woodbridge Municipal Court there will be a \$100 fee for Woodbridge Township residents and \$150 for non-residents payable upon picking up the license. All fees are **CASH ONLY** (exact change appreciated).

Applications are processed weekdays **BY APPOINTMENT ONLY**. Application takes approximately 15 minutes to complete.

June 11, 2020

