



## Procedure to obtain a Marriage License

1. You **MUST MAKE APPOINTMENTS** to come in to apply and pick up your marriage license. Our hours are 8:30 a.m. to 3:30 p.m., Tuesday through Thursday. **NO WEEKEND HOURS.** Both applicants must fill out the application for a marriage license and provide one witness who knows both applicants and is also over the age of 18. The witness may be a family member.
2. Either applicant has to be a resident of Tinton Falls. If both applicants are from out of state they must apply in the Town in which the ceremony will take place. A license may never be used outside of New Jersey and a license issued from another state may never be used in New Jersey. Your application will only stay on file for a period of six months, except that is, at the time of application; the couple indicates a request to have the six month period extended to a maximum of one (1) year.
3. There is a 72 hour waiting period before you will be able to pick up your license. Weekends are included in the three days. If a Ceremony is scheduled for a Saturday or a Sunday, the application must be made no later than the preceding Tuesday. However, a Superior Court Judge has the authority to waive all or part of the 72 hour waiting period in cases of emergency, upon satisfactory proof. This allowance can be utilized in the case of military personnel as well.
4. A license cannot be issued to a minor under the age of 18 years.
5. You will need to bring the following with you when you apply for your license:
  - A. There is a fee of \$28.00. Payment options are exact change or a check made payable to the *Borough of Tinton Falls*.
  - B. A valid Driver's License, passport or state/federal I.D.
  - C. One witness over the age of 18 that knows both applicants (can be a family member over 18).
  - D. Social Security Number. You do not need to have your card, as long as you know the number.
  - E. Proof of residency from either applicant. If license does not have a correct address on it you can use a utility bill (last 90 days), tax bill (last 90 days), bank statement (last 90 days), voter registration or vehicle insurance.
  - F. If either applicant was previously married, in a Domestic Partnership or in a Civil Union, the name of previous spouse, marriage dissolution date with the city and county will be needed.

\*Any documents in a foreign language must be accompanied by a certified English translation.
6. After your ceremony you may need to have a certified copy of your license. This may be obtained from the Registrar of Vital Statistics in the town that the ceremony has taken place. If the ceremony happened in Tinton Falls, you may request a certified copy from us. Please schedule an appointment with our office. The cost for a certified copy is \$10.00 each.

For any questions or to make an appointment please call the Borough Clerk's Office at  
732-542-3400 Ext. 260