

The Marriage License

Congratulations on your upcoming wedding!

I am often asked by couples, "How do we get a marriage license and what happens after we get it?" Here in brief is the license story:

1. You must file a Marriage Intentions Form with the municipality where you will pick up your license.
 - a. Complete in **BLACK INK**, and sign in presence of a Notary.
 - b. Keep in mind **90 days**. Your license is valid for 90 days - not 3 months - from the date your intentions are filed.
 - c. The Intentions Form must be delivered to the municipality in which you will get your marriage license.
 - i. By mail
 1. Use some sort of tracking information such as certified mail.
 2. Your license will be ready to sign when you pick it up.
 - ii. In person
 1. You will need to wait for the license to be typed and entered into the system.
Allow at least an hour or two, depending on how busy the Office is.
2. When picking up the license, both parties must appear before the Municipal Clerk and sign the document.
 - a. ***When you are at the Clerk's office, be sure to order at least 3 certified copies to be mailed to you after the license is received from the officiant and is filed. Even if there are no name changes, you will need copies for social security, insurances, loans, and similar agencies. Most will return your certified copies but will not accept a photocopy.***
 - b. You will be given the license to give to the officiant.
3. Deliver the license to the officiant prior to the ceremony. If there is a rehearsal, this is when the officiant should receive the license. The officiant may not proceed if they do not have the license.
4. After the ceremony:
 - a. The required two witnesses (must be physically present) sign and print their full legal names.
 - b. The officiant completes the necessary sections and returns the license to the issuing Municipal Clerk.
5. Allow 10 business days to receive your certified copies. If you haven't, contact your officiant and ask them to check on the status.