

INFORMATION FOR MARRIAGES OR CIVIL UNIONS

You can apply for your license at this office *only if the following conditions are met:*

1. One applicant must live in Eatontown*; or
2. If both applicants live out-of-state, the ceremony must take place in Eatontown.

This is the **required procedure** for getting your license in Eatontown:

1. You must make an **appointment** with this office, Tuesday through Friday, 10 a.m. to 3:00 p.m., (lunch time and holidays excluded), call 732-389-7601.
2. You must come in together and bring **one witness** who knows you both who is over 18 years of age (relatives are acceptable).
3. You must bring your **VALID PHOTO DRIVER'S LICENSE OR OTHER STATE/FEDERAL GOVERNMENT ISSUED PHOTO ID, SUCH AS PASSPORT OR MILITARY ID. NO OTHER ID IS ACCEPTABLE, PER NJ STATE REGISTRAR MANDATE.**
4. You must bring your **CERTIFIED BIRTH CERTIFICATE OR BAPTISMAL CERTIFICATE.** Any foreign documents must contain a certified English translation.
5. You must bring your **DIVORCE OR ANNULMENT PAPERS, OR DEATH CERTIFICATE** if widowed, if this applies, with a raised seal.
6. You must know your **SOCIAL SECURITY NUMBER or bring your card.**
7. You must bring **PROOF OF RESIDENCY**, such as a driver's license with your Eatontown address, rental receipt, tax bill, lease or utility bill.

***NOTE: Some people are serviced by the Eatontown Post Office, but do not necessarily live in the Borough of Eatontown, such as Shrewsbury Township or Tinton Falls. Some Fort Monmouth residents will be directed to the Tinton Falls or Oceanport Registrar for their marriage license.**

8. You need to bring a **check or money order for \$28.00 (no cash)** payable to the Borough of Eatontown.
9. You must have an **APPOINTMENT TO GET MARRIED** and provide us with the name, address and phone number of the officiant and the scheduled date, time and place of your impending marriage. You **cannot apply** for a license without this information. Please keep in mind that this office only issues the license; **we do not perform the ceremony** or make those arrangements. You must do that yourself.

Officiants You Can Contact to Perform Your Ceremony: Judges of a Federal District Court, United States magistrates, Judges of a Municipal Court, Judges of the Superior Court, Judges of a Tax Court, Retired Judges of the Superior Court, Judge of the Superior or Tax Court who has resigned in good standing, any Mayor/Deputy Mayor or Chairman of any Township Committee, Village President of New Jersey, County Clerks, and every minister of every religion.

The application process takes no longer than a half-hour. After that, you must **wait 72 hours** (3 days) before you can come back to pick up the license. The license will expire 30 days after the date of issue. You can fill out your application ahead of time by going to the state website at <http://www.state.nj.us/health/forms/reg-77.dot>.