

## **Guidelines for Obtaining a Marriage / Civil Union License**

### **Where to apply and how:**

- Applications are done by appointment ONLY.
- Appointment times vary and are held weekdays, Monday through Thursday. To Schedule an appointment please go to our website: [www.southbrunswicknj.gov](http://www.southbrunswicknj.gov), go to Departments/Health/Vital Statistics
- Appointments are held in the Health Department located on the lower level of the South Brunswick Municipal Bldg., 540 Ridge Road, Monmouth Junction, NJ 08852

### **Who Are Eligible to Apply for a License in South Brunswick Township:**

- At least one person in the couple needs to be a permanent resident of South Brunswick Township
- Couples who both permanently reside out of state or living in a different country and are having their ceremony in South Brunswick Township.

### **Persons Required to be Present at the time of Application:**

- Both contracting parties and (1) witness, who is 18 years or older and has knowledge of the couple. If anyone in the party has a language barrier, it is up to the couple to provide someone who can translate.

***\*Appointment times typically run 45 minutes on average. All required parties must be present at the time of their scheduled appointment. If anyone is more than 15 minutes late for their scheduled appointment, it will result in a cancellation of their appointment and the couple will need to reschedule.***

### **Items required to apply (documents must be valid and if in a foreign language they must be accompanied with a certified English translation):**

- Proof of Identity (Driver's License, US/Foreign Passport, or State/Federal ID)
- Proof of Residency (Driver's License, Lease, Mortgage Statement, Deed, Tax Return, current Utility Bill (ex. PSE&G, Water Sewer Bill), or a current Bank Statement.)
- Social Security Number (SSN is required by law for US Citizens and will be kept confidential)
- A fully filled out REG-77 Application for a Marriage/Civil Union License (please leave the witness questions and area for signatures after the oath blank. Those items need to be conducted with the local Registrar.) Find the application at: [www.southbrunswicknj.gov](http://www.southbrunswicknj.gov) , go to Departments/Health/Vital Statistics.

**Application Fee:** \$28.00 (exact cash, check or money order)

### **Information needed for the application:**

- If previously married, in a civil union or domestic partnership it's helpful to have the following documents: death certificate, divorce papers, dissolution papers, or termination papers.
- Your Birthplaces (City and State if born in the United States or city and country if born in another county)
- The FULL birth given names of both sets of your parents (including maiden names)
- The name, address and telephone number of the officiant that will be performing your ceremony. (if that individual is affiliated with a house of worship you can include that information instead of the individual's private address.)

A couple can apply 6 months in advance to their ceremony date, but most couples apply 2-4 weeks prior to their ceremony. There is a mandated 72 hour waiting period before a license can be release to a couple in order for them to use it. We ask our couples to apply no later than 2 weeks prior to their ceremony. When a license is released to a couple they have 30 days to use the license and they must use it in the State of New Jersey. It can not be used in any other state or country.

**Please contact the local Registrar/Deputy Registrar if you would like to set up an appointment or to further go over the guidelines for applying: 732-329-4000, ext. 7237 or 7238.**