

Guidelines for the individual performing the Marriage Ceremony

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING LICENSNE

1. **ERASURES, WHITE OUTS, CROSS-OUTS WILL NOT BE ACCEPTED BY THE STATE.** If an error was made, a duplicate license will be needed, as the license and certificate become a permanent record with the State and with the Municipality in which the ceremony took place.
2. Please complete all 4 copies of the marriage license with blue or black pen only.
3. **Line 3:** Please indicate **ONLY** the Municipality and the County where the ceremony took place. (Do Not Indicate Street Address)
4. **Line 5c:** Please record your Title however you were ordained (i.e., Minister, Reverend, Pastor, etc.) Mr., Mrs. or Officiant is not an acceptable title.
5. Have the 2 witnesses complete line items 6a, 6b, 7b, 7c.
6. Do not place any type of seal on the license or certificate.
7. **Once the Certificate of Marriage has been completed the copies are distributed as follows:**
 - Copies 1 and 2 get forwarded to the **municipality where the marriage took place.**
 - Copy 3 (not a legal document) goes to the couple.
 - Copy 4 is the Officiant's copy.
 - A certified copy will need to be obtained by the couple for proof of marriage and Government agencies such as Social Security, Driver's License and Passports.
8. State law requires that Copies 1 & 2 of the license must be returned to the Registrar of the Municipality in which the ceremony was performed within **5 BUSINESS** after the ceremony has taken place.

Note: Certified copies can be obtained from the Registrar's Office in the Municipality where the ceremony was performed, usually within 5-10 business days after the ceremony. An appointment is required at this office in Clark Township to obtain certified copies. Please call (732) 388-3600 Ext. 3006 to make arrangements, if necessary.

NAME AND ADDRESS OF PERSON PERFORMING CEREMONY: _____

PHONE NUMBER: _____

STREET ADDRESS, MUNICIPALITY AND COUNTY WHERE CEREMONY OCCURRED:
