

# GETTING MARRIED?

**Congratulations!** This document contains the basics about the marriage license process for **Hamilton Township residents AND out of state residents getting married in Hamilton Township, Mercer County!**



## WHAT IS A MARRIAGE LICENSE?

A marriage license is the legal document that gives couples permission to marry.

NJ residents apply for the marriage license where they live. After the wedding the marriage license is filed in the town where the wedding took place.

## HOW TO APPLY?

### Step 1: Determine the correct office to apply

The Hamilton Township Division of Health Office of Vital Statistics processes **marriage license applications by appointment** for:

- Hamilton residents (at least one partner must be a Hamilton resident with valid proof of residency). The marriage license is valid for the couple to marry anywhere in NJ.
- Out of state residents getting married in Hamilton Township (both partners must be out of state residents, you do not have to show proof of residency). The marriage license is valid for the couple to marry only in Hamilton Township, Mercer County.

If neither of these apply to you, contact the vital statistics office in the town you live for more information.

### Step 2: Confirm the details of your wedding

Confirm these details for your wedding: **date, location and someone to perform the ceremony**. Appointments are typically scheduled, at minimum, 1-3 weeks before the wedding day, but can be scheduled up to 6 months before.

**IMPORTANT:** After the marriage license appointment, by law the office must hold your license for a minimum of 72 hours before it can be released to you. Keep this in mind when scheduling your wedding date, give yourself time to complete the license appointment and 72 hour hold.

### Step 3: Contact the Division of Health Office of Vital Statistics to Schedule an Appointment

Contact the office via phone or email to schedule your license appointment. Information needed when scheduling the appointment:

- Both partners names and contact information (phone & email for at least one partner)
- Wedding details: date and confirmation you have a location & officiant

When you schedule the appointment you will be provided with the information you need for the day of the appointment. If you do not get an answer please leave a voicemail with your name, phone number and brief message - calls and emails are returned within 2 business days.

## OFFICE OF VITAL STATISTICS



609-890-3826



[VitalStats@HamiltonNJ.com](mailto:VitalStats@HamiltonNJ.com)

[www.HamiltonNJ.com/VitalStats](http://www.HamiltonNJ.com/VitalStats)

# PREPARE FOR YOUR MARRIAGE LICENSE APPOINTMENT

## Who needs to attend?

Both partners and one witness (witness must be 18 years or older and can be anyone except the person who is performing your ceremony). Witness can be a friend or family member.

## Complete your application

Complete boxes 1-16 on the application before the appointment (it does not matter which partner is A or B). **DO NOT SIGN** - signatures are completed during the appointment in front of the registrar. Access blank copies of the application at [www.HamiltonNJ.com/VitalStats](http://www.HamiltonNJ.com/VitalStats).

- Note for boxes 6, 7a and 7b: if previously married, please provide date and location of divorce or death and previous spouse full name at birth.

## Make sure you have IDs and payment ready

The couple and witness will need to show **valid photo IDs** at the appointment. Hamilton residents will need to show proof of residency. Out of state residents will need to provide valid photo ID. IDs cannot be expired. Contact the office if you have questions on IDs.

Marriage license applications have a \$28 fee due at time of the appointment. Cash or card payments accepted (2.9% service fee added to card payments).



## AFTER YOUR APPOINTMENT

### Pick up your license

During the marriage license application appointment the Registrar will schedule a pick-up appointment for your license that will work with your wedding date. The license is **valid for 30 days** starting the day it is picked up.

### Get Married!

Bring the license to your wedding! Instructions will be included for your officiant and two witnesses to sign the license.

### File the License

Marriage Licenses are 4 part documents. After the wedding (within 5 days) file copies 1 and 2 with the town vital statistics office where the wedding took place. Copy 3 is for the couple to keep, and copy 4 is for the officiant to keep.

### Certified Copies

Certified copies are the documents that can be used for legal transactions to show the marriage occurred. After the wedding you can request certified copies from the **town where the license was filed** OR the **NJ State Vital Statistics Office**.

If your license was filed in Hamilton Township complete the **online request form** for your certified copies. Requests are not same day, please plan accordingly.

## QUESTIONS?

609-890-3826

[VitalStats@HamiltonNJ.com](mailto:VitalStats@HamiltonNJ.com)

[www.HamiltonNJ.com/VitalStats](http://www.HamiltonNJ.com/VitalStats)

NJ State Vital Office - 609-292-4087



Public Health  
Prevent. Promote. Protect.

**NOTE:** The information on this document is for those eligible to apply in Hamilton Township. If neither partner is a Hamilton Township resident contact the vital statistics office in your town to see what their process is for the marriage license application.

Hamilton Township  
Certified Copy  
Request

