

MARRIAGE APPLICATION INSTRUCTIONS

The Bride & Groom may apply either where the Bride lives or where the Groom lives. If out of State, then you must apply where the marriage is to take place. (License will be marked valid only in name of town)

One witness is needed at the time of application. Witness must be 18 years of age or older.

If either the Bride or Groom has been married before, you will need to provide the date and place of divorce or death, as well as the name of the previous spouse.

The Bride & Groom must both bring a copy of their photo id and proof of residency (either a driver's license with current address or bill showing legal address).

You may apply for the license and not know the date of marriage, place of marriage or name and address of person performing ceremony. **BUT YOU MUST KNOW THIS INFORMATION IN ORDER TO PICK UP LICENSE.**

There is a 72-hour waiting period, from the time you make application until the time you can pick the license up. **BECAUSE OF THE WAITING PERIOD, PLEASE TRY TO MAKE YOUR APPOINTMENT AT LEAST 2 WEEKS PRIOR TO MARRIAGE DATE.** The license is good for thirty (30) days from date of issue.

There is a \$28.00 fee due at the time of application. Cash, Check or money orders made payable to the Borough of Clayton will be accepted. We don't take credit or debit cards for payment.

Marriage licenses are done by appointment. Office hours are 8am – 3:30pm, Monday through Thursday, Friday 8am-11:30am (Out to lunch from 12:30-1:30)

My phone number is 881-2882 ext. 103.

CHRISTINE NEWCOMB, CMR
BOROUGH OF CLAYTON