



**CITY OF JERSEY CITY
OFFICE OF THE CITY CLERK**

City Hall-280 Grove Street, Room 118
Jersey City, New Jersey 07302
Telephone: 201-547-5150

INSTRUCTIONS FOR PERSONS GETTING MARRIED/FORMING A CIVIL UNION

1. Congratulations! You and your partner have just completed your Marriage License/Civil Union License application. You will be given an opportunity to review your License for accuracy before leaving the City Clerk's Office to ensure that the information on the License is both accurate and spelled correctly.
2. **You must make an appointment to pick up your License AFTER 72-hours.** After the 72-hour waiting period, you will receive four (4) copies of the License labeled #1, #2, #3 & #4. **You will get a second opportunity to review your License for accuracy when you pick it up after the 72-hour waiting period.**

PLEASE NOTE: If, after having left the City Clerk's Office for the second time, you subsequently discover that any of the information that was printed on the License is incorrect or spelled incorrectly, you will have to pay a \$20 fee for the correction, you may have to produce additional Vital Records such as a Birth Certificate to process the correction, and the finalization of your marital/civil union status will be significantly delayed. **ENSURING THE ACCURACY AND CORRECT SPELLING OF THE INFORMATION PRINTED ON IT IS YOUR RESPONSIBILITY.**

3. All information provided on the License must be **printed** clearly and must be plainly legible on all four (4) copies. No cross-outs or erasures are permitted and the use of *White-Out* is prohibited. **Any copies featuring cross-outs, erasures or the use of White-Out will be rejected by the State.**
4. All information printed on the License must be printed in **black or blue ink** on all four (4) pages. The use of colored ink or felt tipped pens is prohibited.
5. **Once the marriage/civil union ceremony is complete, copies #1 & #2 of the License must be filed with the city or town in New Jersey in which the ceremony was performed within five (5) days of the date of the ceremony.** If your ceremony was in Jersey City, Copies #1 & #2 must be returned to the City Clerk's Office; they may be mailed to the City Clerk's Office in the envelope provided or they may be placed in the blue drop-box in the lobby of City Hall. **DO NOT STAPLE COPIES #1 & #2 TOGETHER.**
6. Copy #3 is for you and your partner to keep and Copy # 4 of the License is for the Officiant's records.
7. If you wish to obtain a certified copy of your Marriage/Civil Union Certificate which serves as proof that you are officially married/joined, **you must contact the city or town where the ceremony was performed. CERTIFIED COPIES ARE NOT AUTOMATICALLY PROVIDED; THEY REQUIRE A SEPARATE APPLICATION AND FEE.**
8. **If you were married/joined in Jersey City** and wish to obtain a certified copy(s) of your Certificate, simply fill out the REG 37 Form and mail it in to the address at the top of this page along with a photocopy of your Driver's License, (or some other Government-issued photo ID) a self-addressed stamped envelope and check or money order made payable to the "City of Jersey City" for the copies. The cost is \$20 for the 1st copy, \$10 for each additional copy. You may also make an appointment to apply in person by calling the Office of the City Clerk at 201-547-5150.
9. If you wish to take your spouse's name, **please be advised that the Office of the City Clerk does NOT process name changes.** Name changes are processed by the Social Security Administration (www.socialsecurity.gov) or if you are a New Jersey resident, by the New Jersey Motor Vehicle Commission (www.njmvc.gov).

Local Registrar File No.

NEW JERSEY DEPARTMENT OF HEALTH CERTIFICATE OF MARRIAGE

FOR STATE USE ONLY

See reverse side for instruction.

1. FULL NAME OF SPOUSE A (List name given at birth or on birth certificate/Maiden name) JOHN JONES
2. FULL NAME OF SPOUSE B (List name given at birth or on birth certificate/Maiden name) SALLY SMITH
3. PLACE OF MARRIAGE (MUNICIPALITY AND COUNTY) Jersey City Hudson
4. DATE OF MARRIAGE 2/14/2023
5a. PRINTED NAME OF PERSON PERFORMING CEREMONY James Johnson
5b. SIGNATURE OF PERSON PERFORMING CEREMONY [Signature]
5c. TITLE Reverend ADDRESS 100 Church Street CITY Jersey City STATE NJ ZIP CODE 07302
6a. PRINTED NAME OF WITNESS Wendy Witness
6b. SIGNATURE OF WITNESS [Signature]
6c. ADDRESS 789 Doe Street CITY Jersey City STATE NJ ZIP CODE 07304
7a. PRINTED NAME OF WITNESS Andy Adams
7b. SIGNATURE OF WITNESS [Signature]
7c. ADDRESS 456 Acme Avenue CITY Jersey City STATE NJ ZIP CODE 07305
8a. SIGNATURE OF LOCAL REGISTRAR [Signature]
8b. DATE RECEIVED

MARRIAGE LICENSE

License No. TEST

9a. DATE OF APPLICATION 02/01/2023
9b. TIME OF APPLICATION 1:14 PM
9c. PLACE OF APPLICATION - Municipality JERSEY CITY
10a. DATE LICENSE ISSUED 02/07/2023
10b. TIME LICENSE ISSUED 2:00 PM
11. EXPIRATION DATE 03/09/2023 County HUDSON
12a. PRINTED NAME OF LOCAL REGISTRAR
12b. SIGNATURE OF LOCAL REGISTRAR [Signature]
13a. FULL NAME OF APPLICANT A JOHN JONES
13b. RESIDENCE ADDRESS 345 DEPUTY STREET
13c. COUNTY HUDSON
13d. MUNICIPALITY OF RESIDENCE, STATE NJ 07302
13e. FULL NAME OF APPLICANT B SALLY SMITH
13f. RESIDENCE ADDRESS 123 ABC STREET
13g. COUNTY HUDSON
13h. MUNICIPALITY OF RESIDENCE, STATE NJ 07302
14a. DATE OF BIRTH 01/02/1998
14b. AGE 25
14c. SEX MALE
14d. BIRTHPLACE JERSEY CITY
14e. DATE OF BIRTH 01/01/1998
14f. AGE 25
14g. SEX FEMALE
14h. BIRTHPLACE JERSEY CITY
17. CURRENT DOMESTIC STATUS [X] Single [] Divorced [] Annulled [] Widowed
26. CURRENT DOMESTIC STATUS [X] Single [] Divorced [] Annulled [] Widowed
18a. NO. OF TIMES EVER MARRIED 0
18b. NAME OF MOST RECENT SPOUSE, IF ANY
27a. NO. OF TIMES EVER MARRIED 0
27b. NAME OF MOST RECENT SPOUSE, IF ANY
19a. NO. OF TIMES EVER IN CIVIL UNION 0
19b. NAME OF MOST RECENT PARTNER, IF ANY
28a. NO. OF TIMES EVER IN CIVIL UNION 0
28b. NAME OF MOST RECENT PARTNER, IF ANY
20a. PARENT'S FULL NAME AT BIRTH JOESPH JONES
20b. BIRTHPLACE JERSEY CITY
20c. PARENT'S FULL NAME AT BIRTH SAM SMITH
20d. BIRTHPLACE JERSEY CITY
21a. PARENT'S FULL NAME AT BIRTH AMANDA WASHINGTON
21b. BIRTHPLACE JERSEY CITY
21c. PARENT'S FULL NAME AT BIRTH MARY DOE
21d. BIRTHPLACE JERSEY CITY

SAMPLE - NOT A VALID LICENSE