

## **Introduction**

All persons who intend to get married in New York State must obtain a Marriage License. This page explains the procedure for obtaining a Marriage License from the Office of the New York City Clerk.

## **Hours and Location**

Please note that our offices open and close promptly at the hours stated below. Please allow for enough time to pass through security at each of our locations. Parties who do not have all of the necessary materials, such proper identification before the time the office closes, will need to return on another day.

Hours: 8:30 am to 4:00 pm, Monday through Friday

Brooklyn Municipal Building  
210 Joralemon Street, Room 205  
Brooklyn, NY 11201

Subway: Borough Hall (Court Street) Station on the 2, 3, 4, 5, M, & R lines

Buses: B25, B26, B37, B38, B41, B45, B51, B52, B54, B57, B61, B65, B67, B75, B103

## **Fee**

The fee for a Marriage License is \$35 by credit card or money order payable to the City Clerk.

## **Duration of the Marriage License**

A New York State Marriage License is valid for 60 days. A Marriage License issued in New York can be used anywhere within New York State but may not be used outside New York State.

## **Application Procedure**

Listed below are the general steps and rules of the application process.

- You can begin the application process to receive a Marriage License online <https://www.nyc.gov/portal/site/cityclerkformsonline>  
This will speed up the process which then must be completed in person at the Office of the City Clerk.
- Regardless of whether you started the application process online, or will be filling out a paper form for a Marriage License, you and your prospective spouse must complete the process by appearing at the Office of the City Clerk in person, together and at the same time.
- Proxy marriage is not permitted in New York, so no other party may apply on behalf of either spouse.
- You will receive the application from the information desk and you must complete the application in the office of the New York City Clerk.
- If you are doing this in the week before the wedding, you can go at different times during the day. The one who goes first fills out their half of the application, and informs the clerk that this is the week before the wedding. The clerks are aware that the chosson and kallah can't be there together during that time. Whoever comes in the afternoon completes to fill out the form and pays the \$35 fee. The clerk will give them the finished application.

- Your Marriage License will be processed while you wait.
- You should carefully read your Marriage License to make sure there are no mistakes.
- You will take the Marriage License with you when you leave our office.
- You must wait a full 24 hours before your Marriage Ceremony can be performed.
- Do not scratch out or white out anything on the form, otherwise you will need to go back and file for a replacement form.
- Please submit the form to Rabbi Braun's secretary, at 390a Kingston Ave., completed except for the top three lines and the bottom two lines.
- The form must be mailed out by the beth din within five days of the ceremony. Please bring it a.s.a.p. after the wedding.

### **Required Information**

Listed below is the information you will need to fill out the Marriage License Application:

- The application is an affidavit where you and your prospective spouse must list your name; current address; city, state, ZIP code and country; country of birth; date of birth; name and country of birth of your parents; Social Security number; and marital history.
- When you sign the affidavit, you are making a sworn statement that there are no legal impediments to the marriage.
- If you were married before, you must list all prior marriages. You must include your previous spouse's full name; the date the divorce decree was granted; and the city, state, and country where the divorce was issued.
- All divorces, annulments, and dissolutions must be finalized before you apply for a new Marriage License.
- You may be asked to produce the final divorce decree.
- If your spouse is deceased, you must provide such spouse's full name and date of death.

### **Proper Identification**

You and your prospective spouse must have proper identification in order to apply for a Marriage License. Expired identification is not accepted. Originals or certified copies only.

Examples:

- Driver License with photograph (from the United States of America or any of its territories)
- Non-Driver Identification Card with photograph (from the United States of America or any of its territories)
- Learner Permit with photograph (from the United States of America or any of its territories)
- Passport
- United States Certificate of Naturalization (good for 10 years after date of issue)
- United States Alien Registration Card
- United States Employment Authorization Card

### **Name Change Options**

Various surname options are listed on the back of the application. You must state your choice of

surname on the application. If you elect to make a surname change on your application, the surname change takes legal effect at the conclusion of the Marriage Ceremony. The name change option does not apply to your first name or middle name. Although you may correct mistakes in your Certificate of Marriage Registration, a surname choice is not considered a mistake and cannot be changed.

### **Duplicate Marriage License**

- If the Marriage License is lost, stolen, or mutilated, you must obtain a Duplicate Marriage License in order to get married.
- The fee for a Duplicate Marriage License is \$25 by credit card or money order payable to the City Clerk.
- Either prospective spouse may apply for a Duplicate Marriage License by returning to the office that issued the original Marriage License and completing a Duplicate Marriage License affidavit.

### **Under the Age of Eighteen**

If either you or your prospective spouse is under the age of 18 years, you are required to have written parental consent to obtain a Marriage License. Please be prepared to show proof of your date of birth. Both of your parents must be present to consent and have proper identification at the time of application for the Marriage License