



Borough of Sea Girt
Office of Vital Statistics
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Sea Girt, NJ 08730
(732) 449-6463 Ext. 111

Marriage/Civil Union Application Instructions and Requirements

Where do we apply?

- To get married in the State of New Jersey, a couple must apply in the municipality they reside, unless they live out of state.
- If the couple resides out of state, they apply in the municipality they are getting married in.

When do we apply?

- Applications for marriage/civil unions can be made up to six months prior to the intended date of ceremony;
- A request for a six (6) month extension can be made;
- Applications for marriage **must** be made **at least 72 hours** prior to the intended date of ceremony.

What do we need to apply?

- Applicants for marriage/civil union are recommended to call the local registrar and schedule an appointment;
- Our hours are: *Monday - Friday* 8:30AM- 4:30PM
- Next, applicants will need to fill out the application for license prescribed by the State of New Jersey.

What do we bring to our appointment?

- Applicants for marriage must provide **proof of identity and residency**.
 - **Acceptable proof of identity:**
 - Valid photo driver's license
 - Photo State/ Federal/ County/ Municipal ID
 - Photo Passport
 - **Acceptable proof of residency:**
 - Valid driver's license (P.O. Box requires a secondary document)
 - Out of state applicants do not have to provide proof of residency
 - Utility/tax bill (last 90 days)
 - Voter registration
 - Bank statement (last 90 days)
 - Vehicle insurance
 - **A witness**
 - 18 years of age or older **with** a valid photo identification
(Please be advised that officiants may not be the witness for the application)
 - **Payment**
 - \$28.00 (twenty-eight dollars)
 - **Exact change** is required as we cannot provide change from our office.

What do we do after we have applied for a marriage/civil union license?

- The next step is to pick up your marriage/civil union certificate, which is the paperwork that gets filled out on the day of your ceremony! Once the license is issued, it is good for **30 days** from the date of issuance.
- Please remember, you must wait **72 hours** from the date/time of application to pick up your certificate.
- Only one person is required to pick up the certificate it can be anyone designated at the time of the application.
- The individual who will pick up the certificates will be asked to show identification and confirm that all of the information typed on the certificate is correct and accurate.
- An appointment is required to pick up your certificate; please call or email to schedule an appointment.

What happens after our ceremony?

- Detailed instructions for handling and processing your marriage/civil union license will be distributed to the individual picking up the certificate.