

# MARRIAGE LICENSE INSTRUCTIONS

**All documents must be in English**

Please read this carefully because incomplete information will delay the process.

I will need a copy of both of your current driver's licenses or passport, a copy of your birth document and if either of you were married before, a copy of your divorce papers. It must be a copy showing the seal or stamp that shows it has been filed. If your marriage ended because of a death, you must submit a copy of the death certificate. The included worksheet must be completed and submitted with the documents.

Please either mail all these documents to me or you can put them all in an envelope and use the drop box outside of Town Hall. Just put Town Clerk on the envelope. **Do NOT send them electronically to me for security purposes.** Once I have these documents to review, I will contact you and make an appointment. You will stay in your car and I will bring the license out to you for your signatures (wearing a mask and gloves). Town Buildings are still closed to the public. You have to show me the original driver's license at that time. Your marriage license will be completed and you will leave with it.

**The fee is \$40.00 and we are only taking checks at this time, include this with the documents you are sending. Please make the check payable to the Town of Bethlehem. The marriage must take place within the solemnization period listed on your license.**

Below is a list of our marriage officials if you need one.

## Marriage Officials

Town Justices can marry anywhere in New York State:

- **Ryan T. Donovan, Esq.:** 518-436-1661
- **Andrew Kirby, Esq.:** 518-439-9717

Marriage officers of the Town of Bethlehem (appointed annually):

**John Capron:** 518-767-2769 or 518-256-1547

**David VanLuven:** 518-439-4955 x 1164

Note: marriage officers can only marry within the boundaries of the Town of Bethlehem

**Please call me (Nanci Moquin) if you have any questions. 518-439-4955 x 1183.**

**If you mail, send to Town Clerk, Town of Bethlehem, 445 Delaware Ave., Delmar, NY 12054**

You will send the marriage license back to me after you are married. I will prepare a marriage registration for you. That is what you will need to send to Social Security (with an application) in order to start the process of changing your name. If you are not changing your name, then you don't need to send it to Social Security.

# Town of Bethlehem Worksheet for Marriage License

## Spouse 1 Information:

Name: \_\_\_\_\_

Birth Name if different: \_\_\_\_\_

Surname after Marriage: \_\_\_\_\_

Current Address, include zip code: \_\_\_\_\_

\_\_\_\_\_

Town/Village or City: \_\_\_\_\_

County: \_\_\_\_\_

Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Usual Occupation: \_\_\_\_\_

Type of industry or Business: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Country of Birth: \_\_\_\_\_

Mother's first name and maiden name: \_\_\_\_\_

Mother's Country of Birth: \_\_\_\_\_

Number of this Marriage: \_\_\_\_\_

If you have a previous spouse are they alive:    Circle        yes    or        no

Spouse 2 Information:

Name: \_\_\_\_\_

Birth Name if different: \_\_\_\_\_

Surname after Marriage: \_\_\_\_\_

Current Address, include zip code: \_\_\_\_\_

\_\_\_\_\_

Town/Village or City: \_\_\_\_\_

County: \_\_\_\_\_

Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Usual Occupation: \_\_\_\_\_

Type of industry or Business: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Country of Birth: \_\_\_\_\_

Mother's first name and maiden name: \_\_\_\_\_

Mother's Country of Birth: \_\_\_\_\_

Number of this Marriage: \_\_\_\_\_

If you have a previous spouse are they alive:    Circle                    yes    or                    no