



TOWN OF MONROE

VALERIE BITZER  
Town Clerk  
[valerie@monroeny.org](mailto:valerie@monroeny.org)

## Marriage License Requirements

**FEES:** \$40.00 payable in cash / personal check / money order  
**OFFICE HOURS:** Monday thru Friday 8:00 a.m. to 4:00 p.m.  
1465 Orange Turnpike, Monroe, NY 10950 Tel: 845-783-1900 ext. 203 **(please call to schedule appointment)**

*Marriage licenses are valid 24 hours after issuance, for a period of 60 days*

Identification requirements – As per the New York State Division of Vital Records Two (2) Proofs of Age and Identity are required. Application **MUST** be submitted with originals or certified copies of one document from List A, and one from List B; All documents must be submitted from Lists C and D (if applicable); **PHOTO COPIES AND IMAGES ON A PHONE ARE NOT ACCEPTED**

- A. One (1) of the following forms:
1. Birth Certificate – Original or Certified Copy
  2. Original Naturalization Document
- B. And One (1) of the following:
1. Valid Driver's License/Valid U.S. Non-Driver's License
  2. Valid Passport

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**\*\*DOCUMENTS IN ANY LANGUAGE OTHER THAN ENGLISH MUST BE TRANSLATED BY A CERTIFIED TRANSLATOR (NOT A NOTARY). THE TRANSLATION MUST BE A FULL AND COMPLETE TRANSLATION OF THE ENTIRE DOCUMENT INCLUDING THE MEANING OF ANY TITLES, STAMPS OR SEAL. A SUMMARY OF THE DOCUMENT IS NOT ACCEPTABLE. THE TRANSLATION MUST INCLUDE THE TRANSLATOR'S TITLE, POSITION AND QUALIFICATIONS. THE STATEMENT MUST BE SIGNED, DATED AND STAMPED. WE WILL NEED TO SEE BOTH THE ORIGINAL AND TRANSLATED COPY. TRANSLATIONS THAT DO NOT MEET ALL OF THE ABOVE QUALIFICATIONS WILL NOT BE ACCEPTED. \*\*IF EITHER PARTY DOES NOT SPEAK ENGLISH, A BI-LINGUAL TRANSLATOR MUST ACCOMPANY YOU.**

### CERTIFIED TRANSLATORS

AAA Translations [www.TranslationsAAA.com](http://www.TranslationsAAA.com) Tel: 212-864-3075 / 718-892-7720 Fax: 646-957-9217  
LANGUAGES TRANSLATION SERVICES – Middletown Area Tel: 888-519-3521  
SPANISH INTERPRETERS & TRANSLATION SERVICES – Middletown Area Tel: 888-266-4859

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- C. If divorced, ORIGINAL or SEALED CERTIFIED COPIES of divorce papers from ANY country for any, and all divorces are required when applying for a marriage license. (Ex: if you were married and divorced twice you will need both sets of divorce papers). If widowed, a certified copy of the death certificate is required.
- D. If applying for a second or subsequent ceremony you must present the original or certified transcript of your marriage.

IS THE WEDDING DATE WITHIN 60 DAYS?		YES	NO	IF YES, BELOW PLEASE GIVE DATE, TIME AND LOCATION:	
Phone Number of Bride/Groom/Spouse:			Mailing Address of Bride/Groom/Spouse: <i>(valid after ceremony)</i>		
BRIDE/GROOM/SPOUSE			BRIDE/GROOM/SPOUSE		
Current First Name			Current First Name		
Current Middle Name			Current Middle Name		
Current Last name			Current Last name		
Birth Surname, if different:			Birth Surname, if different:		
<i>*Changing Middle and/or Surname Upon Marriage is Optional</i>			<i>*Changing Middle and/or Surname Upon Marriage is Optional</i>		
*Middle Name After Marriage (If Changing)			*Middle Name After Marriage (If Changing)		
*Surname After Marriage (If Changing)			*Surname After Marriage (If Changing)		
Social Security Number:			Social Security Number:		
Current Residence: State & County			Current Residence: State & County		
Current Address: Street, Town & Zip Code:			Current Address: Street, Town & Zip Code:		
Is residence in an incorporated village? Yes No			Is residence in an incorporated village? Yes No		
Age (as of today):			Age (as of today):		
Date of Birth [Month/Day /Year]:			Date of Birth [Month/Day /Year]:		
Employment, usual occupation:			Employment, usual occupation:		
Type of Business or Industry of Occupation:			Type of Business or Industry of Occupation:		
City & State of BIRTH (country if not in USA)			City & State of BIRTH (country if not in USA)		
Father's Name: <i>(First, Middle &amp; Last)</i>			Father's Name: <i>(First, Middle &amp; Last)</i>		
Father's Country of Birth:			Father's Country of Birth:		
Mother's Birth Name: <i>(First, Middle &amp; Last)</i>			Mother's Birth Name: <i>(First, Middle &amp; Last)</i>		
Mother's Country of Birth:			Mother's Country of Birth:		
Have you ever been married before, in any state/country?			Have you ever been married before, in any state/country?		
Yes No			Yes No		
If yes, what is the number of this marriage? _____			If yes, what is the number of this marriage? _____		
<b>You must supply Final Judgement(s) of Divorce and/or Death Certificates for any and all former marriages</b>			<b>You must supply Final Judgement(s) of Divorce and/or Death Certificates for any and all former marriages</b>		