



TOWN OF MONROE

VALERIE BITZER
Town Clerk
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 between the hours of 8:30am – 3 pm)**

Both parties MUST be present

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

****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

PAPELERIA TRANSLATION SERVICES - NEWBURGH (845) 562-6462

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.

