

Town of Phillipsburg
120 Filmore Street, Phillipsburg, NJ 08865
(908) 454-5500 ext 365 or ext 438

MARRIAGE LICENSE INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE APPLICATION

PAGE ONE - MUST BE COMPLETED ENTIRELY

- **Line #1, Line #9a, Line #10a** - USE ALL FULL NAMES GIVEN AT BIRTH OR AS SHOWN ON BIRTH CERTIFICATES, INCLUDING MIDDLE NAMES - NO INITIALS
- **Line #9a or Line #10a** – USE MOTHER’S FULL NAME AT HER BIRTH/ MAIDEN NAME
- **Line #6** - IF EITHER PARTY IS ANY OF THE STATUSES LISTED, EXCEPT SINGLE, ENTER THE DATE & PLACE THE THIS STATUS WAS FINALIZED
- **Line #12** - ENTER NAME AND ADDRESS OF EXACT LOCATION WHERE THE CEREMONY WILL TAKE PLACE
- **Line #15** - MUST HAVE FULL NAME AND ADDRESS OF THE PERSON PERFORMING YOUR CEREMONY INCLUDING THE PERSON'S TITLE (MINISTER, REVEREND ETC.)

PAGE TWO

ONLY COMPLETE SOCIAL SECURITY NUMBERS FOR BOTH PARTIES

****DO NOT COMPLETE WITNESS SECTION OR SIGN AND DATE AT THIS TIME****

AFTER THE APPLICATION IS COMPLETED, EMAIL ALONG WITH COPIES OF BOTH APPLICANTS’ CURRENT PHOTO ID’S - (DRIVER’S LICENSES) TO: ndefuria@phillipsburgnj.org

****IF THE ADDRESS ON YOUR APPLICATION DOES NOT MATCH THE ADDRESS ON YOUR PHOTO ID YOU MUST PROVIDE 2 OTHER FORMS OF ID. ACCEPTABLE FORMS OF "ID" ARE AS FOLLOWS:**

*UTILITY BILL (WITHIN LAST 90 DAYS) BANK STATEMENT (WITHIN LAST 90 DAYS)
VEHICLE REGISTRATION, VEHICLE INSURANCE CARD U.S., OR FOREIGN PASSPORT
W2, INCOME TAX RETURN FROM 2021 VOTER REGISTRATION CARD, FEDERAL OR COUNTY ID.*

AFTER YOUR APPLICATION HAS BEEN REVIEWED, WE WILL CONTACT YOU WITH ANY QUESTIONS WE MAY HAVE. OTHERWISE, WE WILL PRINT IT OUT AND EMAIL IT TO YOU TO PROOFREAD FOR ACCURACY.

WHEN YOU HAVE APPROVED THE INFORMATION, WE WILL SET UP AN APPOINTMENT FOR BOTH APPLICANTS AND ONE WITNESS OVER THE AGE OF 18 TO COME IN, TAKE YOUR OATH & SIGN THE PAPERWORK.

WE WILL THEN DO THE SAME AS ABOVE WITH THE MARRIAGE LICENSE. IT IS VERY IMPORTANT THAT ALL INFORMATION IS CORRECT OR THE STATE WILL NOT ACCEPT YOUR LICENSE.

****APPLICATION FEE IS \$28.00 AND WE ACCEPT CHECKS (PAYABLE TO TOWN OF PHILLIPSBURG), CASH OR MONEY ORDER ****NO DEBIT OR CREDIT CARDS******

*******STATE REQUIREMENT: THE LICENSE MUST STAY WITHIN THE CLERK'S OFFICE FOR 72 HOURS (3 DAYS) AFTER SIGNING BEFORE IT CAN BE ISSUED TO THE APPLICANTS. ONCE ISSUED IT WILL BE VALID FOR 30 DAYS FROM THE ISSUE DATE *******

If you have questions about the application, please call (908) 454-5500 Ext 365 or Ext 438