

## **BOROUGH OF ROSELLE**

VITAL STATISTICS/HEALTH DEPARTMENT

210 CHESTNUT STREET 2<sup>nd</sup> FLOOR

ROSELLE, NJ 07203

PHONE (908) 634-4527 OR 259-3032/3010

FAX (908) 634-4510/4511

### **HOW TO APPLY FOR A MARRIAGE OR CIVIL UNION LICENSE**

#### **Application:**

An application will be done at the Local Registrar's office on their computer. Please call before coming to office to make sure someone is available at time of service (908) 259-3032 or (908) 634-4527.

#### **Where to apply:**

- The application can be done in the municipality where either partner lives.
- If neither is a New Jersey resident, the application can be done in the municipality where the marriage will be performed.
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#### **What you should bring with you when you apply for a marriage/civil union license:**

- If you are divorced, have had a civil union terminated, a marriage or civil union annulled, or domestic partnership terminated please bring the appropriate documents.
- For re-marriage/re-affirmations, please bring proof of original marriage/civil union. Re-marriage/re-affirmations licenses can be issued next day.
- If your former spouse/partner is deceased, please bring the original death certificate.
- An original birth certificates.
- Driver's license, passport or state I.D.

- Proof of residency - any bill with name/address, lease or bank statement.
- Your social security card or a print out from the social security office or (pay stub, 1040, 1099 etc.)\*
- The application requires the birth names of both parents and their place of birth,
- The date and municipality the ceremony is to be performed in, as well as the name and address of the individual performing the ceremony.
- A witness (18 years or older) who knows both the male and female applicants must also bring a photo identification.
- **Fee of \$28.00 to be paid the same day, the exact amount & cash only. Monies not refundable.**
- After receiving your marriage license it's good only for 30 days. If you don't get married during that period of time you would have to re-apply and pay again.
- Applying hours for marriage license/civil union/domestic partnership are from Monday to Friday from 9:00 a.m. to 2:00 p.m. No appointments required.

\*Your social security number is required by law and will be kept confidential. **Any documents in a foreign language must be translated and notarized in English.**

After you apply there is a 72 hour waiting period before the license is issued. The waiting period begins when the application is filed with the Local Registrar.

The marriage/civil license is valid for 30 days from the date of issue. The 30 days begins when the license is signed by Registrar and accepted by the couple. The marriage/civil union application is valid for six months from the date accepted.

M. DeJesus-Quevedo,  
Registrar of Vital Statistics

Anmarie V. Colucci, Deputy Registrar  
Shirley Davis-Taylor, Alt. Deputy