

## **REGISTRAR DUTIES**

**To issue marriage licenses, civil union licenses, death certificates and birth certificates.**

**Katherine Baccala, CMR is Registrar**  
**Marcelle Allos, CMR, is Deputy Registrar**

### **Office hours:**

**Tuesday 12:00 to 2:00 PM**

**Thursday 9:00 to 11:00 AM**

**Phone: 201-556-0520 ext. 101**

### **Requirements for entering into a Marriage:**

For two persons to establish a Marriage in this State, it shall be necessary that they satisfy all of the following criteria:

- a. Not be a party to another civil union, domestic partnership or marriage in this State or recognized by this State;
- b. Be of the opposite sex ; and
- c. Be at least 18 years of age, except that applicants under the age of 18 may enter into a Marriage with parental consent. Applicants under the age of 16 must obtain parental consent and have the consent approved in writing by any judge of the Superior Court, Chancery Division, Family part.

### **Required documents when applying for a marriage license:**

1. Proof of identity by presenting your driver's license, passport or state/federal I.D.
2. Proof of your residency.
3. Your social security card or social security number.\*
4. A witness, 18 years of age or older.
5. The \$28 application fee (cash or check only).

\*Social security number is required by law for US citizens and will be kept confidential.

Any documents in a foreign language must be accompanied by a certified English translation.

**Requested additional documents (these documents are helpful but not required):**

1. A copy of your birth certificate to establish your parents' names and related birth information.
2. If you are divorced, have had a previous civil union dissolved, domestic partnership terminated or have had a civil union annulled, please bring the decree(s) or the civil annulment documents.
3. If your former spouse/civil union or domestic partner is deceased, please bring the death certificate.

**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. There is no 72 hour waiting period for a remarriage; however, you must bring a certified copy of your existing marriage.

The marriage license application is valid for six months from the date accepted, unless the Registrar has given prior approval to extend the validity of the application to a maximum of one year.

Only one marriage license may be granted from a marriage application. If the license expires before being used, a new application must be made and another \$28 fee remitted.

The only exception to this requirement is in the case where a civil and religious ceremony are to be performed on the same day. In this case, the Local Registrar will photocopy the marriage application, marking one "A" and one "B", and issue the corresponding marriage licenses, marking them "A" and "B" as well. One copy will be used for the religious ceremony and the other for the civil ceremony.

**Remarriage:**

For individuals who are currently in a marriage in New Jersey or are in an opposite sex marriage in another state or country there exists the option to reaffirm your relationship/vows by registering a Remarriage.

In order to apply for a Remarriage the couple must provide proof of their existing opposite sex marriage, meet the requirements for entering into a marriage in New Jersey and follow the guidelines above to completing the license application.

The process for a Remarriage License are the same as for the Marriage License, except that the Remarriage License must be accompanied by the proof of existing marriage and once the application is filed there is no 72 hour waiting period before the license is issued.

## **How to Apply for a Civil Union License**

### **Requirements for entering into a Civil Union:**

For two people to establish a civil union in New Jersey, they must satisfy all of the following requirements:

- a. Not be a party to another civil union, domestic partnership or marriage in this state or that is recognized by this state\*;
- b. Be of the same sex ; and
- c. Be at least 18 years of age, except that applicants under 18 may enter into a civil union with parental consent. Applicants under age 16 must obtain parental consent and have the consent approved in writing by any judge of the Superior Court, Chancery Division, Family Part.

\* Same sex couples who meet the above requirements and are registered as domestic partners may enter into a civil union with the same person without terminating their domestic partnership first. If the domestic partnership was registered in New Jersey, it automatically terminates when the civil union is registered. If the domestic partnership was registered in another state, that state's laws determine the impact on the domestic partnership. A couple that has previously entered into a civil union or a same-sex marriage may apply for a Reaffirmation of Civil Union License.

### **Required documents when applying for a Civil Union license:**

1. Proof of identity by presenting your driver's license, passport or state/federal I.D.
2. Proof of your residency.
3. Your social security card or social security number.\*
4. A witness, 18 years of age or older.
5. The \$28 application fee (cash or check only).

\*Social security number is required by law for US citizens and will be kept confidential.

Any documents in a foreign language must be accompanied by a certified English translation.

**Requested additional documents (these documents are helpful but not required):**

1. A copy of your birth certificate to establish your parents' names and related birth information.
2. If you are divorced, have had a previous civil union dissolved, domestic partnership terminated or have had a civil union annulled, please bring the decree(s) or the civil annulment documents.
3. If your former spouse/civil union or domestic partner is deceased, please bring the death certificate.

**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. There is no 72 hour waiting period for a reaffirmation of Civil Union; however, you must bring a certified copy of your existing marriage or civil union.

The Civil Union license application is valid for six months from the date accepted, unless the Registrar has given prior approval to extend the validity of the application to a maximum of one year.

Only one Civil Union license may be granted from a Civil Union application. If the license expires before being used, a new application must be made and another \$28 fee remitted.

The only exception to this requirement is in the case where a civil and religious ceremony are to be performed on the same day. In this case, the Local Registrar will photocopy the Civil Union application, marking one "A" and one "B", and issue the corresponding Civil Union licenses, marking them "A" and "B" as well. One copy will be used for the religious ceremony and the other for the civil ceremony.

**Reaffirmation of Civil Union:**

For individuals who are currently in a Civil Union in New Jersey or are in a same sex union in another state where the rights afforded that union are equal to the rights afforded married couples, there exists the option to reaffirm your relationship/vows by registering a Reaffirmation of Civil Union.

In order to apply for a Reaffirmation of Civil Union the couple must provide proof of their existing same sex union, meet the requirements for entering into a civil union in New Jersey and follow the guidelines above to completing the license application.

The process for a Reaffirmation of Civil Union License are the same as for the Civil Union License, except that the Reaffirmation of Civil Union License must be accompanied by the proof of existing union and once the application is filed there is no 72 hour waiting period before the license is issued.

### **WHO IS ENTITLED TO CERTIFIED RAISED SEAL COPIES**

There is a \$10 charge (cash or check) for each certified copy. All applicants must provide valid photo ID and proof of relationship.

- Bride or groom or civil union partners A & B.
- Subject's parents.
- Child of subject
- Grandchild of subject.
- Siblings.
- Legal guardian.
- Legal representative.
- Individuals directed via court order.
- Agent/agencies of State, Local or Federal government for official purposes, or
- The commissioner of health & senior services under other emergent circumstances.

### **BIRTH CERTIFICATES (CERTIFIED RAISED SEAL)**

There is a \$10 charge (cash or check) for each certified copy. All applicants must provide valid photo ID and proof of relationship.

- Subject.
- Subject's parent(s).
- Current spouse of subject.
- Child of subject.
- Grandchild of subject.
- Siblings.
- Legal guardian.
- Legal representative.
- Individuals directed by court order.

- Agent/agencies of State, Local or Federal government for official purposes or,
- The commissioner of health & senior services under other emergent circumstances.

### DEATH CERTIFICATES (CERTIFIED RAISED SEAL)

There is a \$10 charge (cash or check) for each certified copy. All applicants must provide valid photo ID and proof of relationship.

- Surviving spouse, domestic partner or civil union partner.
- Subject's parent(s).
- Child of subject.
- Grandchild of subject.
- Siblings.
- Legal guardian.
- Legal representative.
- Funeral director of record.
- Individuals directed by court order.
- Agent/agencies of State, Local or Federal government for official purposes, or
- The commissioner of health & senior services under other emergent circumstances.