

Instructions for Obtaining a License for Marriage and/or Civil Union in the Borough of Hightstown

When applying for the license both parties and (1) witness must be present. The exception to this rule is if either person is in the hospital or in the military and stationed out of state. The witness must know both individuals and can be a family relation. **Applications are taken by appointment only, Monday – Friday, 9 a.m. – 3 p.m.** To schedule an appointment contact the Clerk's Office, 490-5100 ext 772.

The application must be filed in the Municipality in which either person resides at the time of application and the license may be used in any municipality in the State of New Jersey. In the event that neither person lives in New Jersey, then the application is then filed in the exact municipality in which the ceremony is to take place and is **valid only in that municipality.**

In order to apply for a license in this State without parental or judicial consent, you both must be at least 18 years of age at the time of the application. Anyone aged 17 or 16 must receive consent of both parents before a license can be issued. Anyone 15 and younger must receive a judicial consent. In these cases, it is advised that one of the consenting parents be the witness on the application.

When you come into the office to apply, be prepared to present the following original documents – no photocopies:

- Birth Certificate (*if a U.S. citizen passports are not accepted in place of birth certificates*)
- Naturalization Papers or Resident Alien Card
- Social Security card
- Valid Driver's License or other Photo ID showing proof of residence
- Divorce Degree, Termination of Domestic Partnership and/or Dissolution of Civil Union. **Documents must be the original, with raised seals.**

If the documents are not in English, they must be translated and notarized (at the applicant's expense). *Note: The notary and the translator cannot be the same.*

In the State of New Jersey, there is a 72-hour waiting period from the time you apply for your license to when you can pick it up. *This includes weekends and holidays.* Once issued, the license will be valid for only thirty days. The fee for a license is \$28.00. This does not include any certified copies you may need after. Certified copies can be obtained from the municipality in which the event occurred for an additional fee.