

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, over the age of 18, must be present. **Applications are taken by appointment only, Monday – Friday, 9 a.m. – 2 p.m.** To schedule an appointment contact the Clerk's Office, 490-5100 ext. 628.

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 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 **both parties must be at least 18 years** of age at the time of the application.

When you come into the office to apply, be prepared to present the following documents:

- Government Issued Photo ID (Driver's License, Passport, County ID)
- Proof of residency (One party **MUST** show proof of Hightstown residency either with a Driver's License, County ID or lease, bank statement, utility bill, etc.)
- If applicable, Divorce Degree, Termination of Domestic Partnership and/or Dissolution of Civil Union

Please be prepared to provide the following information:

- Birthplace
- Social Security Number (if applicable)
- Father's Name and Birthplace
- Mother's Maiden Name and Birthplace
- Date and Municipality in which the ceremony will take place
- Name and contact information of the officiant

The witness must also present government issued photo ID (driver's license, passport, county ID)

Other important information:

- There is a 72-hour waiting period from the time you complete the application until the time when you can pick up your license. You must have a valid marriage license before the ceremony can take place.
- Once issued, the license is valid for 30 Days
- There is a \$28 fee payable at the time of application. **CASH OR CHECK ONLY**