

TOWN OF BETHLEHEM

OFFICE OF TOWN CLERK

445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
(518) 439-4955 x1182 or x1183

MARRIAGE LICENSE INSTRUCTIONS

Congratulations on your pending nuptials! Please refer to the following as a tool to assist you in the process of applying for a marriage license.

Where do I get a marriage license?

A couple who intends to be married in New York must apply for a New York State marriage license at any town or city clerk's office in the state. If you are not getting married in New York, our office cannot issue you a marriage license.

What documents are needed to obtain a marriage license?

Both parties must provide proof of age and identity, as well as proof that any previous marriages have ended. Our office requires the following:

1. Copy of birth certificate
2. Copy of photo identification (e.g., driver's license, passport)
3. If this is not your first marriage, you must supply proof that each of your previous marriage(s) have ended in divorce or death. In order to do so, you must supply an original or certified copy of divorce papers with the filing date stamp from the county it was filed in, or a death certificate, whichever applies.
4. Complete the attached *Marriage License Worksheet*

Please note, any records which are not in English must be accompanied by a certified translation.

How much does the license cost?

\$40.00. We accept cash or check made payable to the Town of Bethlehem.

Is there a waiting period?

Yes. Our office does not issue marriage licenses same-day; rather, we require all documents and payment to be dropped off at our office for review and processing. One or both individuals may drop off in-person, by mail or deposit everything into the secure drop box located outside of Town Hall. Once our office processes your application, you will be notified and **both individuals must come in-person** to review and sign the license.

When should I apply for a marriage license?

The license will be valid for 60 days, beginning 24 hours after it is issued. Therefore you should not apply for the license more than 2 months prior to your wedding date. (If a party to the marriage is active U.S. military, the 60-day solemnization period may be extended to 180 days).

Who can perform a marriage ceremony?

Any officiants specified by Section 11 of the Domestic Relations Law. One-day Marriage Officiant licenses are also available through our office. The Town's list of marriage officials includes the following:

Town Justices (can marry anywhere in New York State):

Erin Lynch, Esq. - 518-288-5812
Andrew Kirby, Esq. - 518-533-1050

Marriage Officer (can marry within Town of Bethlehem):

John Capron - 518-767-2769
518-256-1547

What happens after the ceremony?

After you are married, you or your officiant must send the marriage license back to our office within 5 days and we will prepare your Certificate of Marriage Registration. This certificate serves as notice that a record of marriage is on file with the State. If you are changing your name, we also advise that you request a Certified Transcript of your marriage record (cost is \$10.00) to send to the Social Security Administration.

For additional information on getting married in New York State, please visit the Department of Health's [website](#) or call the Bethlehem Town Clerk's Office at 518-439-4955 x 1183.

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MARRIAGE LICENSE WORKSHEET

Spouse 1

Full Name (First, Middle, Last): _____ Sex (M, F, X): _____

Middle name after Marriage (if no change, write no change): _____

Last name after Marriage (if no change, write no change): _____

Current Address: _____

Town, Village or City: _____ State: _____ Zip Code: _____ County: _____

Phone: _____ Email: _____

Social Security Number: _____ Date of Birth: _____

Usual Occupation: _____ Type of Business or Industry: _____

Mother's Name (as it appears on your birth certificate): _____

Mother's Country of Birth: _____

Birth Name of Father/Other Parent: (as it appears on your birth certificate): _____

Father/Other Parent's Country of Birth: _____

Are you active duty U.S. military? _____ Number of this Marriage: _____ Are any former spouse(s) still alive? _____ *

If this is not your first marriage, you must prove each of your previous marriages has ended by supplying **an original or certified copy of divorce papers with filing date stamp from the county it was filed in or a death certificate, whichever applies.*

Spouse 2

Full Name (First, Middle, Last): _____ Sex (M, F, X): _____

Middle name after Marriage (if no change, write no change): _____

Last name after Marriage (if no change, write no change): _____

Current Address: _____

Town, Village or City: _____ State: _____ Zip Code: _____ County: _____

Phone: _____ Email: _____

Social Security Number: _____ Date of Birth: _____

Usual Occupation: _____ Business or type of Industry: _____

Mother's Name (as it appears on your birth certificate): _____

Mother's Country of Birth: _____

Birth Name of Father/Other Parent: (as it appears on your birth certificate): _____

Father/Other Parent's Country of Birth: _____

Are you active duty U.S. military? _____ Number of this Marriage: _____ Are any former spouse(s) still alive? _____ *

If this is not your first marriage, you must prove each of your previous marriages has ended by supplying **an original or certified copy of divorce papers with filing date stamp from the county it was filed in or a death certificate, whichever applies.*

Date of Marriage _____ (if known at this time)