

MARRIAGE LICENSE INSTRUCTIONS

All documents must be in English

Please read this carefully because incomplete information will delay the process.

I will need a copy of both of your current driver's licenses or passport, a copy of your birth document and, if either of you were married before, a copy of your divorce papers. It must be a copy showing the seal or stamp that shows it has been filed. If your marriage ended because of a death, you must submit a copy of the death certificate. The included worksheet must be completed and submitted with the documents.

Please either mail all these documents to me or you can put them all in an envelope and use the drop box outside of Town Hall, just put *Town Clerk* on the envelope. **Do NOT send them electronically to me for security purposes.** Once I have these documents to review, I will contact you and make an appointment for the both of you to come and sign the marriage license. When you come will need to wear a mask. You have to show me your original driver's license at that time. Your marriage license will be completed and you will leave with it.

The fee is \$40.00 and we are only taking checks at this time, include this with the documents you are sending. Please make the check payable to the *Town of Bethlehem*. The marriage must take place within the solemnization period listed on your license.

Below is a list of our marriage officials if you need one.

Marriage Officials

Town Justices can marry anywhere in New York State:

Ryan T. Donovan, Esq.: 518-436-1661
Andrew Kirby, Esq.: 518-533-1050

Marriage officers of the Town of Bethlehem (appointed annually):

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

Note: marriage officers can only marry within the boundaries of the Town of Bethlehem

Please call me (Nanci Moquin) if you have any questions, 518-439-4955 x1183.

If you mail, send to Town Clerk, Town of Bethlehem, 445 Delaware Ave., Delmar, NY 12054

You will send the marriage license back to me after you are married. I will prepare a marriage registration for you. That is what you will need to send to Social Security (with an application) in order to start the process of changing your name. If you are not changing your name, then you don't need to send it to Social Security.

Town of Bethlehem Worksheet for Marriage License

Spouse 1 Information:

Name: _____

Birth Name if different: _____

Middle name after Marriage: _____

Surname after Marriage: _____

Current Address, include zip code: _____

Town/Village or City: _____

County: _____

Phone: _____

Social Security Number: _____

Usual Occupation: _____

Type of industry or Business: _____

Father or Parent (Name on current birth certificate): _____

Father or Parent Country of Birth: _____

Mother or Parent (Name on current birth certificate): _____

Mother or Parent Country of Birth: _____

Number of this Marriage: _____

If you have a previous spouse are they alive: Circle yes or no

Email: _____

Date of this Marriage: _____

Spouse 2 Information:

Name: _____

Birth Name if different: _____

Middle name after Marriage: _____

Surname after Marriage: _____

Current Address, include zip code: _____

Town/Village or City: _____

County: _____

Phone: _____

Social Security Number: _____

Usual Occupation: _____

Type of industry or Business: _____

Father or Parent (Name on current birth certificate): _____

Father or Parent Country of Birth: _____

Mother or Parent (Name on current birth certificate): _____

Mother or Parent Country of Birth: _____

Number of this Marriage: _____

If you have a previous spouse are they alive: Circle yes or no

Email: _____

Date of this Marriage: _____