

TOWN OF BETHLEHEM

OFFICE OF TOWN CLERK

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

ONE-DAY MARRIAGE OFFICIANT LICENSE INSTRUCTIONS

Pursuant to New York Domestic Relations Law Section 11-d, a town clerk may issue a one-day marriage officiant license upon request. Such one-day marriage officiant shall have the authority to solemnize a marriage anywhere in New York State.

An applicant for a one-day marriage officiant license must apply for such license in the same town clerk's office as the couple to be married. The cost is \$25.00 and may be paid via cash or check (payable to "Town of Bethlehem").

An applicant must be at least 18 years old and shall supply the following information: name, date of birth, address, email address and telephone number. The application also requires the following information of the parties to be married: names, dates of birth, and addresses **exactly as they appear on the marriage license**.

You can send your application by mail (no need to appear in-person). **Remember to have your signature notarized.**

The license is only valid for the parties to be married and shall expire after the marriage ceremony OR the expiration of the marriage license, whichever occurs first.

Once the marriage takes place, it is the responsibility of the officiant to complete the certificate section of the marriage license, have the witnesses sign, and return it within 5 days to the Town Clerk's Office.

If you have any further questions do not hesitate to contact us. Complete the attached application and mail with payment to:

Bethlehem Town Hall
Kim Whitsitt, Town Clerk
445 Delaware Avenue
Delmar, NY 12054

TOWN OF BETHLEHEM

David VanLuven
Town Supervisor

Kimberley Whitsitt
Town Clerk / RMO

Albany County - New York
OFFICE OF TOWN CLERK
445 DELAWARE AVENUE
DELMAR, NEW YORK 12054
(518) 439-4955 x1183
Email: kwhitsitt@townofbethlehem.org



APPLICATION FOR ONE-DAY MARRIAGE OFFICIANT LICENSE (PLEASE PRINT)

Applicant Name: _____ Date of Birth: _____

Address: _____

Email: _____ Telephone #: _____

Persons to be married (listed exactly as appears on the marriage license):

Spouse #1: _____ Date of Birth: _____

Address: _____

Spouse #2: _____ Date of Birth: _____

Address: _____

I, _____, duly swear or affirm, under penalty of perjury, that the information provided above is true and accurate.

Signature: _____ Date: _____

Subscribed & sworn to/affirmed before me
on this ____ day of _____ 20__.

License granted this ____ day of _____,
20__.

Notary

Bethlehem Town Clerk/Deputy Town Clerk

The license shall only be valid for the parties to be married and shall expire after the marriage ceremony or the expiration of the marriage license, whichever occurs first.