



Township of Monroe

County of Middlesex

CHRISTINE ROBBINS
Township Clerk

Municipal Complex
1 Municipal Plaza
Monroe Township, NJ
08831-1900
Phone (732) 656-4573
Fax (732) 521-3190

BY APPOINTMENT ONLY
Monday - Friday 9:30 AM - 2:30 PM

MARRIAGE LICENSE/ CIVIL UNION APPLICATION PROCEDURE

1. A Marriage / Civil Union License shall be applied for in the municipality in which either partner resides.
2. If both partners reside out of State, the License is applied for from the Registrar of the municipality in which the ceremony is to be performed and may be used only in that municipality.
3. When applying for a Marriage License or Civil Union, both Partners and a Witness, eighteen (18) years of age or older, knowing both Partners, must all appear in person at the office of the Vital Registrar. The witness may be a family member.
4. Both Partners should have the following documents when making application:

ALL DOCUMENTS MUST BE IN ENGLISH OR TRANSLATED PROFESSIONALLY

- Proof of identity by presenting your driver's license, passport or state/federal I.D.
- Proof of your residency (Partners need to show proof of residency)
- Your Social Security Card or Social Security Number
- Divorce papers or Death Cert. are **NOT** required. But, you need to know the date of Event and where the event occurred.

*If you have a social security #, it is required by law and will be kept confidential.

Both Partners must be able to understand the English language. In the event they do not, it is the applicant's responsibility to bring a certified professional translator.

5. For application purposes, both Partners should know their father's full names and birth places (city and state) and mother's full maiden names and birth places (city and state).
6. Name and address of Officiant/person performing the Ceremony, Date and Municipality where the ceremony will be performed.
7. Once application has been made, there is a mandatory three (3) day waiting period before the license can be issued.
8. The License is valid for thirty (30) days from the date it is issued (picked up). And can Only be used in the State of New Jersey.
9. **LICENSE FEE IS \$28.00, CASH ONLY, AT THE TIME OF APPLICATION.**