

## **Guidelines for Obtaining a Marriage / Civil Union License**

### **Where to apply and how:**

- Applications are done by appointment ONLY.
- Appointment times vary and are held weekdays, Monday through Thursday. To Schedule an appointment please go to our website: [www.southbrunswicknj.gov](http://www.southbrunswicknj.gov), go to [Departments/Health/Vital Statistics](#)

Appointments are held in the Health Department located on the lower level of the South Brunswick Municipal Bldg., 540 Ridge Road, Monmouth Junction, NJ 08852

**\*Appointment times typically run 45 minutes on average. All required parties must be present at the time of their scheduled appointment. If anyone is more than 15 minutes late for their scheduled appointment, it will result in a cancellation of their appointment and the couple will need to reschedule.**

### **Who Are Eligible to Apply for a License in South Brunswick Township:**

- At least one person in the couple needs to be a permanent resident of South Brunswick Township
- Couples who both permanently reside out of state or living in a different country and are having their ceremony in South Brunswick Township.

### **Persons Required to be Present at the time of Application:**

- Both contracting parties and (1) witness, who is 18 years or older and has knowledge of the couple. If anyone in the party has a language barrier, it is up to the couple to provide someone who can translate.

### **Items required to apply (documents must be valid and if in a foreign language they must be accompanied with a certified English translation):**

- Proof of Identity (Driver's License, US/Foreign Passport, or State/Federal ID)
- Proof of residency by one applicant if a NJ resident
- Social Security Number (SSN is required by law for US Citizens and will be kept confidential)
- A fully filled out REG-77 Application for a Marriage/Civil Union License (please leave the witness questions and area for signatures after the oath blank. Those items need to be conducted with the local Registrar.) Find the application at: [www.southbrunswicknj.gov](http://www.southbrunswicknj.gov) , go to [Departments/Health/Vital Statistics](#). **Do not sign the marriage application form before going to the Local Registrar.** You must sign the application, under oath, in the presence of the issuing authority.

**Application Fee:** \$28.00 (exact cash, check or money order)

### **After You Apply:**

There is a 72-hour waiting period before the license is issued. The waiting period begins when the application is filed with the Local Registrar. There is no 72-hour waiting period for a remarriage; however, you must bring a certified copy of your existing marriage.

The marriage license application is valid for six months from the date accepted, unless the Registrar has given prior approval to extend the validity of the application to a maximum of one year. Only one marriage license may be granted from a marriage application. If the license expires before being used, a new application must be made and another \$28 fee remitted.

The only exception to this requirement is in the case where a civil and religious ceremony are to be performed on the same day. In this case, the Local Registrar will photocopy the marriage application, marking one "A" and one "B", and issue the corresponding marriage licenses, marking them "A" and "B" as well. One copy will be used for the religious ceremony and the other for the civil ceremony.

### **Remarriage:**

For individuals who are currently married in New Jersey or are married in another state or country, the option exists to reaffirm your relationship/vows by registering a remarriage.

To apply for a remarriage, the couple must provide proof of their existing marriage, meet the requirements for entering into a marriage in New Jersey and follow the guidelines above to completing the license application. The process for a remarriage license is the same as for the marriage license, except that the remarriage license must be accompanied by the proof of existing marriage. There is no 72-hour waiting period before the license is issued.

**Please contact the local Registrar if you have questions regarding the guidelines for applying at 732-329-4000, ext. 7237 or by emailing Gina Grennen at [ggrennen@sbtnj.net](mailto:ggrennen@sbtnj.net)**