

# **MARRIAGE LICENSE APPLICATIONS BY APPOINTMENT ONLY NO WALK IN'S ACCEPTED**

**Marriage licenses can only be obtained by adhering to the following procedures:**

**All documentation must be submitted to the Town Clerk via email to:  
deputyclerk@townofthompson.com or via fax at (845) 794-8600.**

**The information will be reviewed and the Town Clerk will contact you via email or phone once the application is complete and all supporting documents are received. An appointment can be arranged at that time.**

**Upon your arrival at the Town Hall, each party will be required to produce the original form of identification previously submitted via email.**

**NYS Fee of \$40.00 via cash or money order will be collected.**

**Upon approval, both parties will sign the Marriage License and leave with the license.**

**Marriage License applicants must arrange for an officiant to perform their ceremony along with two witnesses.**

**Once the ceremony is performed, and the officiant and both witnesses have signed the marriage license, the completed license must be returned to the Town Clerk.**

**Upon receipt of the completed marriage license, the Town Clerk will issue and mail the proof of marriage (Marriage Registration) to the newly married couple and subsequently forward to the State of New York.**

# **MARRIAGE LICENSE DOCUMENTATION REQUIREMENTS**

**WORKSHEETS MUST BE COMPLETED BY BOTH PARTIES, ONE (TWO-PAGE) WORKSHEET FOR EACH PARTY**

24 HOUR WAITING PERIOD

EXPIRES AFTER 60 DAYS

**TWO FORMS OF IDENTIFICATION (ONE FROM EACH CATEGORY)**

## **CATEGORY ONE**

DRIVER'S LICENSE

NON-DRIVER'S LICENSE

PASSPORT

## **CATEGORY TWO**

BIRTH CERTIFICATE

BAPTISMAL RECORD

NATURALIZATION PAPERS

## **PREVIOUS MARRIAGES IF APPLICABLE**

DIVORCE PAPERS (JUDGEMENT OF DIVORCE OR DIVORCE DECREE)

ANNULMENT PAPERS

DEATH CERTIFICATE

## **ALL DOCUMENTS MUST BE IN THE ENGLISH LANGUAGE**

LIST OF CERTIFIED TRANSLATORS AVAILABLE UPON REQUEST

**\$40.00 FEE BY CASH OR MONEY ORDER**



## MARRIAGE LICENSE WORKSHEET

FULL NAME LEGALLY USED: \_\_\_\_\_  
FIRST MIDDLE CURRENT SURNAME

SURNAME AFTER MARRIAGE: \_\_\_\_\_

BIRTH NAME, IF DIFFERENT: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

RESIDENCE ADDRESS:

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COUNTY OF RESIDENCE: \_\_\_\_\_

CITY TOWN VILLAGE: \_\_\_\_\_

(CHECK ONE OF THE ABOVE)

PHONE#: \_\_\_\_\_

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
MONTH DAY YEAR

### **EMPLOYMENT:**

USUAL OCCUPATION: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_  
(CITY, STATE / COUNTRY IF NOT IN USA)

### **FATHER'S INFORMATION:**

FATHER'S NAME: \_\_\_\_\_  
FIRST MIDDLE SURNAME

FATHER'S COUNTRY OF BIRTH: \_\_\_\_\_

**MOTHER'S INFORMATION:**

MOTHER'S MAIDEN NAME: \_\_\_\_\_  
FIRST MIDDLE BIRTH SURNAME

MOTHER'S COUNTRY OF BIRTH: \_\_\_\_\_

**Previous Marriages:** \_\_\_\_\_

**THE NUMBER OF THIS MARRIAGE :** \_\_\_\_\_

NUMBER OF PREVIOUS MARRIAGES, WHICH ENDED BY

DIVORCE: \_\_\_\_\_ CIVIL ANNULMENT: \_\_\_\_\_ DEATH: \_\_\_\_\_

HOW DID LAST MARRIAGE END? DIVORCE ANNULMENT DEATH  
(CHECK WHICH ONE APPLIES)

DATE LAST MARRIAGE ENDED? \_\_\_\_\_  
MONTH DAY YEAR

ARE ANY FORMER SPOUSE(S) ALIVE? YES NO (CHECK ONE)

IF PREVIOUSLY DIVORCED OR ANNULLED, PROVIDE THE FOLLOWING INFORMATION:

DATE OF DECREE	PLACE ISSUED	AGAINST WHOM?
(MONTH, DAY, YEAR)	(CITY, STATE/COUNTRY, IF NOT USA)	(Self or Spouse)

1<sup>ST</sup> \_\_\_\_\_

2<sup>ND</sup> \_\_\_\_\_

3<sup>RD</sup> \_\_\_\_\_

4<sup>TH</sup> \_\_\_\_\_

MAILING ADDRESS USED AFTER MARRIAGE:

STREET OR P.O. BOX#: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

# Attention Marriage License Applicants

## **ACCEPTABLE FORMS OF IDENTIFICATION**

You must provide 2 forms of identification.

The following forms of identification are acceptable as ONE form of ID:

- Photo Drivers License
- Photo Non-Drivers License
- Passport with valid Visa
- Naturalization Papers
- Armed Forces/Military ID
- Employers Photo ID

The SECOND form of ID must be one of the following:

- Birth Certificate
- Baptismal Record
- School Admission Record

**\*NO CREDIT CARDS OR SOCIAL SECURITY CARDS  
WILL BE ACCEPTED**

COPIES of MOST RECENT divorce papers or death certificates are mandatory if previously married. However you should be aware of the dates of any previous divorces or deaths prior to the last one if applicable.

Failure to provide the 2 forms of ID's from the above along with copies of most recent divorce papers and or death certificates will result in denial of issuance.