

Marriage/Civil Union Instructions

Where to apply:

If you are having a ceremony outside of NJ, you must contact the State where your ceremony is taking place for information on how to obtain a marriage or civil union.

If you are obtaining a license from NJ, the ceremony must occur in NJ.

If you live in NJ and your ceremony will be in NJ, you must apply in the town where either applicant lives.

If neither person lives in NJ, you must apply in the town in NJ where the ceremony is taking place.

How to apply in Robbinsville Township:

You must make an appointment to appear in person with a witness. The witness must be 18 years of age. Please call (609) 918-0002 ext. 104 or 105 to make an appointment.

We are located at 1 Washington Blvd., Suite 6, Robbinsville, NJ 08691.

What you should bring:

1. An application (you may download this from our website at www.Robbinsville-twp.org). You may fill out the application, but **do not sign** the application. Applications are also available in the Clerk's office that you may fill out when you arrive.
2. Proof of your residency
3. Proof of identity (required by law): photo driver's license, valid passport or State/Federal I.D.
4. Divorce, annulment or dissolution papers, if applicable.
5. Death certificates for deceased spouses, domestic partners or civil union partners, if applicable.
6. Your social security numbers (required by law).
7. Name of the municipality in which your ceremony is taking place. (Physical location, not the mailing address) This is to be printed on the application form.
8. Name, address and telephone number of the person who is performing the ceremony. This is to be printed on the application form.
9. Date of your ceremony. This is to be printed on the application form.
10. Your parents' maiden names. This is to be printed on the application form.
11. Your City and State or City and Country of birth. This is to be printed on the application form.

12. Place (State or Country only) where your parents were born. This is to be printed on the application form.

Fees:

\$28.00 payable by cash, check, or money order, is due at the time you pick up your license.

Waiting Period:

There is a state mandated 72-hour waiting period (including weekends) before you can pick up your completed license. Licenses are valid for 30 days from the time of pick up.

Picking up your license:

Anytime after the 72 hour waiting period, you must call ahead of time to pick up your license to make sure there is someone in the office who can wait on you. (609) 918-0002 ext. 104 or 105.

Licenses are valid for 30 days from the time of pick up (meaning you must pick up your license within 30 days of your ceremony date).

You will pay the \$28 fee when you pick up your license. You will be given your incomplete license at this time to take to the person who is performing your ceremony.

The person performing your ceremony will complete the license, keep the blue copy for their records and give a pink copy to you.

The person performing your ceremony will then file the 2 white copies with the town where the ceremony took place within 5 days. The pink copy you will receive is not a legal, certified copy required for name changes within the State of NJ (such as for your driver's license). You must purchase certified copies from the town where the ceremony took place.