

# NEW YORK STATE MARRIAGE LICENSE

## What Do I Need to Know?

### 1. One form of acceptable photo I.D. – ALL FORMS OF ID MUST BE VALID.

- Photo Drivers License
- Photo Non- Drivers License
- Passport (Valid)
- Military Photo I.D.
- Naturalization Papers (originals only will be accepted)

### 2. Birth Certificate

- **Must show parents name**
- Only names that appear on the documentation are acceptable.
- **We cannot Americanize names using the marriage license. Only the names that appear on the documentation are acceptable. All foreign birth documentation and baptismal (church) records must be accompanied by a certified translation from a certified translator. A certified translator can be found at a local university or the Consulate for the applicants' country.**

### 3. Proof of **ALL** previously dissolved marriages (divorce decree/annulment decree/ death certificate)

**\*divorce decrees issued in NYS are held in the COUNTY the divorce took place in. Example: Divorces in Catt. County are held in Little Valley, NY at the County Building.\***

### 4. Cost \$40.00

### 5. Both applicants must be present at the time of issuing the license.

**Vital Records office hours are Monday-Friday 9am-2pm. If you wish to obtain a marriage license we ask you come by 1:30 pm. The process can take 20-30 min depending on the availability of the registrar. No appointment is needed.**

A license to be married may be purchased anywhere in New York State and used anywhere in the state. The license must be obtained at least one full day before the ceremony as there is a 24 hour hold before it can be used. Licenses are valid to be used for 60 days.

# Making Wedding Plans?

Mayor Sherburne is available to perform marriage ceremonies in the City of Olean. Please call his office (716-376-5615) for more details. There is no set fee, however any donations will be placed in the Mayor's Scholarship Fund. New York State law requires you to obtain a marriage license twenty-four hours prior to a marriage ceremony.

Many marriages are performed right in the Mayor's Office. The John Ash Community Center on Barry Street is an excellent spot for a reception as are Olean's various parks facilities. For more information on the city's facilities please call 376-5666.

## **Responsibilities of the Officiant Performing the Ceremony**

The New York State Department of Health (NYSDOH) does not have the authority to advise you whether or not an individual or organization qualifies to perform a marriage in New York State. This is a requirement of Article 3, Section 11 of New York State Domestic Relations Law and not under the jurisdiction of the Department of Health. If you have questions, you may wish to consult an attorney familiar with New York State Domestic Relations Law and marriage case law.

After the religious service or ceremony, it is time for official recordkeeping. It is the officiant's responsibility to ensure that the officiant and witness portions of the license are properly completed and accurate. It is the couples' responsibility to present their marriage license to the officiant and the witnesses. The officiant's job is to look over the license, confirm that the information is accurate, and complete the officiant's section. Once completed, the officiant must return the original license to the town or city clerk where the license was purchased (usually by mail). Many clerks will supply a self-addressed envelope for this purpose. In New York, completed marriage licenses must be returned within five days of the ceremony. Once the town or city where the license was purchased takes delivery of an accurate and finalized marriage license, a copy of the marriage license is delivered to the NYSDOH to be recorded and filed.

# Who can perform a marriage ceremony?

To be valid, a marriage ceremony must be performed by any of the individuals specified in Section 11 of the New York State Domestic Relations Law. These include:

- The current or a former governor;
- the mayor of a city or village;
- the former mayor, the city clerk or one of the deputy city clerks of a city of more than one million inhabitants;
- a marriage officer appointed by the town or village board or the city common council;
- a justice or judge of the following courts: the U.S. Court of Appeals for the Second Circuit, the U.S. District Courts for the Northern, Southern, Eastern or Western Districts of New York, the New York State Court of Appeals, the Appellate Division of the New York State Supreme Court, the New York State Supreme Court, the Court of Claims, the Family Court, a Surrogates Court, the Civil and Criminal Courts of New York City (including Housing judges of the Civil Court) and other courts of record;
- a village, town or county justice;
- a member of the clergy or minister who has been officially ordained and granted authority to perform marriage ceremonies from a governing church body in accordance with the rules and regulations of the church body;
- a member of the clergy or minister who is not authorized by a governing church body but who has been chosen by a spiritual group to preside over their spiritual affairs;
- other officiants as specified by Section 11 of the Domestic Relations Law.

The person performing the ceremony must be registered with the City of New York in order to perform a ceremony within the New York City limits. The officiant does not have to be a resident of New York State. Ship captains are not authorized to perform marriage ceremonies in New York State.

FULL NAME \_\_\_\_\_  
FIRST FULL MIDDLE CURRENT LAST

BIRTH NAME (IF DIFFERENT) \_\_\_\_\_

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

SOCIAL SECURITY NUMBER \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STATE COUNTY

CHECK ONE \_\_\_\_\_ TOWN \_\_\_\_\_ CITY \_\_\_\_\_ VILLAGE  
&  
SPECIFY \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS WHERE CERT. SHOULD BE SENT: \_\_\_\_\_  
\*IF SAME JUST WRITE SAME\*

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SEX: MALE / FEMALE

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

TYPE OF INDUSTRY OR BUSINESS NAME \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_  
(CITY, STATE OR COUNTRY INFORMATION IF NOT USA)

FATHER OR PARENT NAME:  
AS IT APPEARS ON BIRTH CERTIFICATE \_\_\_\_\_  
COUNTRY OF BIRTH \_\_\_\_\_

MOTHER MAIDEN NAME OR PARENT NAME:  
AS IT APPEARS ON BIRTH CERTIFICATE \_\_\_\_\_  
COUNTRY OF BIRTH \_\_\_\_\_

NUMBER OF THIS MARRIAGE \_\_\_\_\_

PREVIOUS MARRIAGES INDICATE NUMBER: ALL PREVIOUS MARRIAGE INFORMATION MUST BE PROVIDED  
DIVORCE DEATH ANNULMENT

HOW DID LAST MARRIAGE END PLEASE INDICATE DATE: \_\_\_\_\_  
DIVORCE DEATH ANNULMENT

ARE ANY FORMER SPOUSES ALIVE? \_\_\_\_\_ YES \_\_\_\_\_ NO

**IF PREVIOUSLY DIVORCED OR ANNULLED, PROVIDE THE FOLLOWING INFORMATION:**

	DATE OF DECREE MONTH, DAY YEAR	PLACE ISSUED (CITY/COUNTY STATE, OR COUNTRY IF NOT USA )	AGAINST WHOM	
			SELF	SPOUSE
1ST	_____	_____	_____	_____
2ND	_____	_____	_____	_____
3RD	_____	_____	_____	_____
4TH	_____	_____	_____	_____
5TH	_____	_____	_____	_____

FAILURE TO PROVIDE ALL PREVIOUS MARRIAGE INFORMATION COULD RESULT IN AN INVALID MARRIAGE LICENSE THEREFORE VOIDING YOUR MARRIAGE AND/OR MARRIAGE LICENSE

FULL NAME \_\_\_\_\_  
FIRST FULL MIDDLE CURRENT LAST

BIRTH NAME (IF DIFFERENT) \_\_\_\_\_

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

SOCIAL SECURITY NUMBER \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STATE COUNTY

CHECK ONE \_\_\_\_\_ TOWN \_\_\_\_\_ CITY \_\_\_\_\_ VILLAGE  
&  
SPECIFY \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS WHERE CERT. SHOULD BE SENT: \_\_\_\_\_  
\*IF SAME JUST WRITE SAME\*

AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SEX: MALE / FEMALE

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

TYPE OF INDUSTRY OR BUSINESS NAME \_\_\_\_\_

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FATHER OR PARENT NAME:  
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ARE ANY FORMER SPOUSES ALIVE? \_\_\_\_\_ YES \_\_\_\_\_ NO

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1ST	_____	_____	_____
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3RD	_____	_____	_____
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