



TO OBTAIN A MARRIAGE LICENSE

- You **MUST** schedule an appointment (845) 783-1900 x203 (appointments are given Monday-Friday, 8:30am – 3:00pm at the Town Hall located at 1465 Orange Turnpike, Monroe, NY 10950 (lower level)
- Both parties must be present
- Both parties need **ORIGINAL** Birth Certificates OR Naturalization Records with raised seal or a Certified Transcript with the raised seal (**NO** photocopies)

Note: Documents that are not in English **MUST** be translated by a certified translating company. Translations done by a Notary Public or by an on-line translating service will **NOT** be accepted. For those born in Puerto Rico, we cannot accept a Birth Certificate that was issued prior to July 1, 2010. The Puerto Rican government, the U.S. Department of State, and the Department of Homeland Security collaborated on creating a new law to stop fraudulent use of documents. You can obtain further information, and apply for a new Birth Certificate at the Puerto Rico Federal Affairs Administration <http://prfaa.pr.gov/>.

CERTIFIED TRANSLATORS

AAA Translations

www.TranslationsAAA.com

Tel: 212-864-3075 718-892-7720

Fax: 646-957-9217

LANGUAGES TRANSLATION SERVICES – Middletown Area

888-519-3521

SPANISH INTERPRETERS & TRANSLATION SERVICES – Middletown Area

888-266-4859

- Anyone under the age of 18 **MUST** have written parental consent, a Court Order, and parents present.
- Both parties need **CURRENT** Photo ID (Driver's License/Non-Driver's License, Passport or Military ID)
- Social Security Numbers
- \$40.00 fee (cash, credit card or check made payable to the Town of Monroe)
- You will receive the license the same day. The first 24 hours after issuance of the license is a waiting period. The Marriage License is valid for 60 days after the waiting period has ended.

ADDITIONAL Requirements if Previously Married: Applicants who were previously married must provide proof of how all marriages ended whether divorced, annulled or by death. The following is a list of acceptable documents: Death Certificate (copies are not acceptable), Judgement of Divorce, State or Court Annulment. (**MUST be translated if not in English**)