

# Township of Long Hill

## Marriage/Civil Union License Information Sheet

**Registrar: Debbie Brooks**  
**Deputy Registrar: Andrea Tsimboukis, Deputy CMR**

**Please call (908) 647-8000 ext. 200 to arrange for an appointment.**

### Where to Apply:

- If **either partner is a resident of New Jersey**, the license must be obtained in the town where either partner lives. If **neither partner are residents of New Jersey**, then the license must be obtained in the town where the marriage/civil union will take place. The actual license will only be valid in that town.

### Fees:

- The fee for a license in New Jersey \$28.00. The Township accepts cash or check.
- A New Jersey license may never be used in another state or country, and a license issued in another state or country may never be used in New Jersey.

### Who can Perform a Ceremony:

- Any Federal District Court Judge ; United States Magistrates; Municipal, Superior and Tax Court Judges; Any Mayor, Deputy Mayor, Chairman of any Township Committee; Village President; County Clerks; Every minister of every religion
- To arrange to have the Long Hill Township Mayor perform your ceremony, please contact (908) 647-8000 ext. 211 or ext. 215.
- To arrange to have the Municipal Judge perform your ceremony, please call 908-647-8000 ext. 230
- To arrange to have the County Clerk perform your ceremony, please contact (973) 285-6059

## **Important Application Information:**

1. All applications for marriage licenses and civil unions require an appointment; **no walk-ins will be accepted.** Appointments may be **made up to 6 months prior to the event.**
2. One (1) witness 18 years or older must be present during the completion of the application.
  1. There is a 72 hour waiting period from application date to issue date.
  2. A marriage license is only valid for 30 days from issue date.
  3. Both the bride and groom must appear in person with one (1) witness. The bride and groom do not have to appear at the same time, but **MUST APPEAR WITH THE SAME WITNESS.**
  4. Photo identification such as a driver's license or passport for both partners. [must be able to verify physical address]
  5. If either partner was married before, a copy of the final divorce decree must be shown.
  6. If either partner was widowed, a copy of the death certificate must be presented.
  7. If either partner is under 18 years of age, then consent of both parents is needed; consent forms are available from the Registrar's Office.
  8. If either partner is under 16 years of age, then consent from both parents is needed as well as judicial approval; consent forms are available from the Registrar's Office.
  9. Please be able to verbally provide the following information: the places of birth of the parents of the bride and groom; the ceremony date; the town and facility name where the ceremony will be performed; the name and the full mailing address of the person who will perform the ceremony; the full names of the fathers and the full maiden name of the mothers of the couple; the Social Security numbers for the couple.

## **Where to File the License**

- The license must be filed with the Registrar of Vital Statistics **in the Municipality where the ceremony was performed by the person who performed the ceremony.**
- Please be sure that the person performing the ceremony lists the place of marriage as "Township of Long Hill, Morris County"; a common error is to

**list "Gillette", "Stirling" or "Millington".**