

GUIDELINES FOR THE INDIVIDUAL PERFORMING A MARRIAGE CEREMONY

THERE IS NO CARBON PAPER IN THE NEW MARRIAGE LICENSES
ALL INFORMATION MUST BE COMPLETED ON EACH OF THE FOUR SHEETS BY
THE OFFICIANT AND TWO WITNESSES
PLEASE NOTE: DO NOT USE "OFFICIANT" AS A TITLE AS REQUESTED IN LINE
5c OF THE LICENSE

1. RETURN COMPLETED (2) WHITE COPIES OF THE LICENSE, ALONG WITH INSTRUCTION SHEET TO THE REGISTRAR'S OFFICE IN THE MUNICIPALITY WHERE THE CEREMONY TOOK PLACE WITHIN (5) DAYS
2. GIVE PINK COPY TO THE COUPLE
3. KEEP THE BLUE COPY FOR YOUR RECORDS
4. PLEASE MAKE SURE ALL (4) COPIES OF THE LICENSE ARE COMPLETED FULLY AND SIGNED.

IF THE CEREMONY/EVENT TAKES PLACE IN WARREN TOWNSHIP, PLEASE ALLOW A MINIMUM OF (2) WEEKS TO CONTACT THE TOWNSHIP REGISTRAR'S OFFICE TO OBTAIN CERTIFIED COPIES OF THE LICENSE. THE FEE IS \$10.00 PER COPY-CASH, CHECKS* AND CREDIT CARD** PAYMENTS ACCEPTED.

*MAKE CHECKS PAYABLE TO: WARREN TOWNSHIP

**THERE IS AN ADDITIONAL \$3.00 CHARGE FEE TO PROCESS CREDIT CARD PAYMENTS.

WITNESS: _____
(PLEASE PRINT)

ADDRESS: _____

WITNESS: _____
(PLEASE PRINT)

ADDRESS: _____

OFFICIANT: _____
(PLEASE PRINT)

ADDRESS _____

PLEASE CONTACT WARREN TOWNSHIP REGISTRAR FOR ANY ADDITIONAL INFORMATION:
46 MOUNTAIN BOULEVARD
WARREN, NEW JERSEY 07059
(908) 753-8000 Ext. 239 or Email: pmartins@warrennj.org