

Applying for a Marriage License

- 1) You may only apply in the town in Connecticut where the ceremony will be performed.
- 2) Both parties must appear in person to complete an application, take an oath and sign the license. Both parties do not have to come in at the same time, but both have to appear at some point before the license can be released.
- 3) Please bring with you:
 - a. Photo ID such as a driver's license or passport.
 - b. \$50 license fee (cash or check only).
 - c. \$20 fee for each certified copy, if you wish to prepay for any (cash or check only).
Please See #7 below for additional information on certified copies.
- 4) Once both parties have appeared in person, the application is completed, the oaths are given and the license is signed by both parties...you will leave with the actual license in hand. The license will be good for 65 days (calculation based on the day the second person applies, if done separately).
- 5) Please give the license to the person performing the ceremony. It will be that person's responsibility to complete the "Officiator" section of the license after he or she performs the ceremony. By law, it is also that person's responsibility to return the license to the town clerk's office in the town where the ceremony was performed. The ceremony should be performed in the town in which the license was applied for and issued in.
- 6) Once the license is returned to the town of issuance/occurrence, it will be kept on file there permanently. A copy will also be sent to the town of residence for both parties if different from the town of occurrence.
- 7) At the time of application, you may pay \$20 per copy to obtain a certified copy of your license. A certified copy may be required for various reasons...bride change of name w/DMV, notify Social Security of marriage/name change, employment, insurance, etc. The certified copy will be mailed directly to you after the license is returned to our office by the officiator (see #5 above).
- 8) We request that you make an appointment with our office to obtain your license. Please call 860-652-7616 to schedule this appointment. Our appointment times are Monday – Friday 8:15 am to 3:45 pm.
- 9) Some information you will need to know to complete your application:
 - a. Your place of birth (state or country only);
 - b. Your parents' places of birth (state or country only);
 - c. Your mother's maiden name (first and last name); and
 - d. The name, address and phone number of the person performing the ceremony.