



## Office of the Town Clerk *Diane M. Wilhelm*

Registrar of Vital Statistics

Records Management Officer

Marriage Officer

### REQUIREMENTS FOR A MARRIAGE LICENSE (BY APPOINTMENT ONLY)

- All documents must be Certified or Original documents
- We do not accept scanned and/or photocopies of ANY documents
- NOTARIZED documents are not certifications and therefore are not acceptable
- Documents in any language other than English must be translated by a certified translator in New York State. The translation must be a full and complete translation of the entire document including the meaning of any titles, stamps or seal. A summary of the document is not acceptable. The translation must include the translator's title, position and qualifications. The statement must be signed, dated and notarized. A separate list of translating services is available.

Each applicant must bring the following documents when applying for a marriage license:

- A. **Current Form of Picture ID (one)**  
*(expired identification is not acceptable)*
  1. Valid U.S. Drivers' License
  2. Valid U.S. Non-Driver Identification Card
  3. Valid Passport
- B. **Proof of Age (one)**
  1. **Certified Birth Certificate**  
*(Hospital Birth Certificates are not acceptable)*
  2. **Naturalization Record**
- C. **Proof of Divorce or Death**  
*(informational documents concerning the dissolution of all prior legal relationships)*
  1. **Certified Divorce Papers for Each Divorce**
  2. **Certified Death Certificate for Each Death**
- D. **\$40 Fee - Cash, Money Order or Credit/Debit Cards are accepted**

**PLEASE CALL TO MAKE AN APPOINTMENT**

*\*After you obtain your license, there is a 24 hour waiting period before you may get married. Your marriage license is valid for 60 days*

( ) Birth Certificate ( ) Gov't ID ( ) Divorce Papers/Death Certificate  
NYS AFFIDAVIT, LICENSE AND CERTIFICATE OF MARRIAGE  
TOWN OF RIVERHEAD WORK SHEET

CURRENT FIRST NAME \_\_\_\_\_

CURRENT MIDDLE NAME \_\_\_\_\_

CURRENT SURNAME (LAST NAME) \_\_\_\_\_

BIRTH SURNAME, IF DIFFERENT \_\_\_\_\_

**\*CHANGING MIDDLE AND/OR SURNAME UPON MARRIAGE IS OPTIONAL. SEE BACK FOR INFORMATION**

\* MIDDLE NAME AFTER MARRIAGE (IF CHANGING) \_\_\_\_\_

\*SURNAME AFTER MARRIAGE (IF CHANGING) \_\_\_\_\_

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

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

CHECK ONE AND SPECIFY ( ) CITY ( ) TOWN VILLAGE ( ) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

IS RESIDENCE WITHIN LIMITS OF CITY OR INCORPORATED VILLAGE? ( ) YES ( ) NO

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SEX (OPTIONAL) \_\_\_\_\_

EMPLOYMENT (USUAL OCCUPATION) \_\_\_\_\_

PLACE OF BIRTH (City and State) \_\_\_\_\_

FATHER OR PARENT NAME (ON CURRENT BIRTH CERTIFICATE) \_\_\_\_\_

COUNTRY OF BIRTH \_\_\_\_\_

MOTHER OR PARENT MAIDEN NAME (ON CURRENT BIRTH CERTIFICATE) \_\_\_\_\_

COUNTRY OF BIRTH \_\_\_\_\_

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

NUMBER OF PREVIOUS MARRIAGES ENDED BY DIVORCE \_\_\_\_\_ CIVIL ANNULMENT \_\_\_\_\_ DEATH \_\_\_\_\_

HOW DID LAST MARRIAGE END? DIVORCE ( ) ANNULMENT ( ) DEATH ( )

DATE LAST MARRIAGE ENDED? \_\_\_\_\_

ARE ANY FORMER SPOUSE(S) ALIVE? ( ) YES ( ) NO

IF PREVIOUSLY DIVORCED OR ANNULLED, PROVE THE FOLLOWING INFORMATION

	DATE OF DECREE	PLACE ISSUED (CITY/COUNTY, STATE or COUNTRY, IF NOT USA)	AGAINST WHOM	
			SELF	SPOUSE
1st	_____	_____	( )	( )
2nd	_____	_____	( )	( )
3rd	_____	_____	( )	( )
4th	_____	_____	( )	( )

Place of Marriage \_\_\_\_\_ Date of Marriage \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Address to mail Certificate \_\_\_\_\_

# Attention:

## Applicants

### Social Security Numbers

Social Security Numbers of the applicants are mandatory. They are required by New York State Domestic Relations Law Section 15 and 42 U.S.C. 666(a). They may be used for child support enforcement purposes.

### Notice:

If either or both parties wish to change the middle and/or surname by which he or she is known after marriage, please review the information below. Complete item 1C and/or 11C on the front side of this record to change middle name. Complete item 1D and/or 11D on the front side of this record to change surname.

- (1) Every person has the right to adopt any name by which he or she wishes to be known simply by using that name consistently and without intent to defraud.
- (2) A person's last name (surname) does not automatically change upon marriage, and neither party to the marriage must change his or her last name. Parties to a marriage need not have the same last name.
- (3) One or both parties to a marriage may elect to change the surname by which he or she wishes to be known after the solemnization of the marriage by entering the new name in the appropriate space provided in the Affidavit Section of this application. Such entry shall consist of one of the following surnames:
  - (i) the surname of the other spouse; or
  - (ii) any former surname of either spouse; or
  - (iii) a name combining into a single surname all or a segment of the premarriage surname or any former surname of each spouse; or
  - (iv) a combination name separated by a hyphen or space, provided that each part of such combination surname is the premarriage surname, or any former surname, of each of the spouses.
- (4) One or both parties to a marriage may elect to change the middle name by which he or she wishes to be known after the solemnization of the marriage by entering the new name in the appropriate space provided in the Affidavit Section of this application. Such entry shall consist of one of the following options:
  - (i) the current surname of the spouse electing to change his or her name; or
  - (ii) any former surname of the spouse electing to change his or her name; or
  - (iii) the surname of the other spouse.
- (5) The use of this option will have the effect of providing a record of the change of name. The marriage certificate, containing the new name, if any, constitutes proof that the use of the new name, or the retention of the former name, is lawful.
- (6) Neither the use of, nor the failure to use, this option of selecting a new surname or middle name by means of this application abrogates the right of each person to adopt a different name through usage at some future date.

## Clerk

- All entries must be typed or printed.
- Applicants must provide all information in the affidavit section.
- Issue original to couple after making a photocopy.
- Retain photocopy until original copy is returned by the officiant.