



INSTRUCTIONS FOR PERSONS OFFICIATING AT MARRIAGES/CIVIL UNIONS

1. The couple will receive four (4) copies of the Marriage License labeled #1, #2, #3 & #4. **Copies #1 & #2 of the License must be returned to the municipality in which the ceremony was performed within five (5) days of the date of the ceremony. DO NOT STAPLE COPIES #1 & #2 TOGETHER.**
2. Copy #3 is for the couple to keep. **If they wish to obtain a certified copy, they must contact the municipality where the ceremony was performed.**
3. Copy # 4 of the License is for the Officiant's records.
4. All information provided on the License must be **printed** clearly and must be plainly legible on all four (4) copies. No cross-outs or erasures are permitted and the use of *White-Out* is prohibited. **Any copies featuring cross-outs, erasures or the use of White-Out will be rejected by the State.**
5. All information must be printed in **black or blue ink** on all four (4) pages. The use of colored ink or felt tipped pens is prohibited.
6. Title of the Officiant: **"OFFICIANT" IS NOT AN ACCEPTABLE TITLE.** Officiants who do not hold a qualified government position **must** provide their religious title. Examples of acceptable titles are "Reverend", "Minister", "Rabbi", "Imam", etc. **Any Marriage Licenses listing the title of the Officiant as "Officiant" will be rejected by the State.**
7. For Line 3, "Place of Marriage" only provide the name of the municipality and county where the marriage ceremony took place. For example: "Jersey City, Hudson County" or "Newark, Essex County".
8. Officiants must complete lines 3, 4, 5a, 5c **and** sign line 5b on all four (4) pages.
9. Witnesses must complete lines 6a, 6c, 7a, 7c, **and** sign lines 6b and 7b on all (4) pages.

Please **PRINT** the names of the married couple, the Officiant's contact information and the names and addresses of the witnesses who signed the Marriage License on the lines provided below and return with the Marriage License.

Name of Applicant A

Name of Applicant B

Name of the Officiant

Email Address

Telephone Number

Date of Marriage

Place of Marriage

Name of Witness #1

Address

Name of Witness #2

Address