

Instructions For Obtaining a Marriage License

A Marriage License may be purchased anywhere in New York State and the Ceremony may take place anywhere in New York State. You do not have to purchase your License in the Town, City or Village where the ceremony will take place or where you live.

1. Complete the Marriage Worksheet. The worksheet is available at the Clerk's Office and also online.
2. Return the Worksheet with Certified Birth Certificates and any of the following that may apply:
Certified copies of all prior divorce papers
Certified copies of Death Certificates for prior marriages
3. After receipt of the required documentation the Marriage License will be typed for your signatures and an appointment to sign can be made.
4. Bring unexpired Driver's License or other unexpired Government Issued photo I.D. at the time of signing
5. The cost for the Marriage License is \$40.00 and due at the time of signing. We are not accepting debit or credit card at this time. Both individuals do not have to come in to sign at the same time if that is not convenient. The last person to sign will pay the \$40.00 fee and take the License with them.
6. The Marriage License must be signed by both individuals at least 24 hours before the ceremony and is good for 60 days.

COUNTY _____
CITY/TOWN _____
DISTRICT _____
NUMBER _____
REGISTER _____
NUMBER _____

STATE OF NEW YORK
DEPARTMENT OF HEALTH
AFFIDAVIT, LICENSE and
CERTIFICATE OF MARRIAGE

STATE FILE NUMBER (THIS SPACE FOR STATE USE ONLY)

☐ SUPPLEMENTAL FILE _____

AFFIDAVIT

BRIDE/GROOM/SPOUSE

1. A. CURRENT FIRST NAME _____
CURRENT MIDDLE NAME _____
CURRENT SURNAME _____
B. BIRTH SURNAME, IF DIFFERENT _____
* CHANGING MIDDLE AND/OR SURNAME UPON MARRIAGE IS OPTIONAL, SEE BACK FOR INFORMATION.
* C. MIDDLE NAME AFTER MARRIAGE (IF CHANGING) _____
* D. SURNAME AFTER MARRIAGE (IF CHANGING) _____
E. SOCIAL SECURITY NUMBER _____

2. RESIDENCE A. _____ B. _____
(STATE) (COUNTY)

C. CHECK ONE AND SPECIFY CITY ☐ TOWN ☐ VILLAGE ☐

D. STREET ADDRESS _____ ZIP _____

E. IS RESIDENCE WITHIN LIMITS OF CITY OR INCORPORATED VILLAGE? YES ☐ NO ☐

3. A. AGE _____ B. DATE OF BIRTH _____ C. SEX (OPTIONAL) _____
MM/DD/YYYY

4. EMPLOYMENT USUAL OCCUPATION _____

5. PLACE OF BIRTH _____
(CITY, STATE or COUNTRY, IF NOT USA)

6. FATHER OR PARENT
A. NAME (ON CURRENT BIRTH CERTIFICATE) _____

B. COUNTRY OF BIRTH _____

7. MOTHER OR PARENT
A. NAME (ON CURRENT BIRTH CERTIFICATE) _____

B. COUNTRY OF BIRTH _____

8. NUMBER OF THIS MARRIAGE: _____ 9. A. NUMBER OF PREVIOUS MARRIAGES ENDED BY
DIVORCE: _____ CIVIL ANNULMENT: _____ DEATH: _____

9. B. HOW DID LAST MARRIAGE END? DIVORCE ☐ (3) ANNULMENT ☐ (3) DEATH ☐ (2)

C. DATE LAST MARRIAGE ENDED? _____
MM/DD/YYYY

D. ARE ANY FORMER SPOUSE(S) ALIVE? YES ☐ NO ☐

10. IF PREVIOUSLY DIVORCED OR ANNULLED, PROVIDE THE FOLLOWING INFORMATION

DATE OF DECREE (MONTH, DAY, YEAR)	PLACE ISSUED (CITY/COUNTY, STATE or COUNTRY, IF NOT USA)	AGAINST WHOM SELF SPOUSE
1ST _____	_____	☐ ☐
2ND _____	_____	☐ ☐
3RD _____	_____	☐ ☐
4TH _____	_____	☐ ☐

BRIDE/GROOM/SPOUSE

11. A. CURRENT FIRST NAME _____
CURRENT MIDDLE NAME _____
CURRENT SURNAME _____
B. BIRTH SURNAME, IF DIFFERENT _____
* CHANGING MIDDLE AND/OR SURNAME UPON MARRIAGE IS OPTIONAL, SEE BACK FOR INFORMATION.
* C. MIDDLE NAME AFTER MARRIAGE (IF CHANGING) _____
* D. SURNAME AFTER MARRIAGE (IF CHANGING) _____
E. SOCIAL SECURITY NUMBER _____

12. RESIDENCE A. _____ B. _____
(STATE) (COUNTY)

C. CHECK ONE AND SPECIFY CITY ☐ TOWN ☐ VILLAGE ☐

D. STREET ADDRESS _____ ZIP _____

E. IS RESIDENCE WITHIN LIMITS OF CITY OR INCORPORATED VILLAGE? YES ☐ NO ☐

13. A. AGE _____ B. DATE OF BIRTH _____ C. SEX (OPTIONAL) _____
MM/DD/YYYY

14. EMPLOYMENT USUAL OCCUPATION _____

15. PLACE OF BIRTH _____
(CITY, STATE or COUNTRY, IF NOT USA)

16. FATHER OR PARENT
A. NAME (ON CURRENT BIRTH CERTIFICATE) _____

B. COUNTRY OF BIRTH _____

17. MOTHER OR PARENT
A. NAME (ON CURRENT BIRTH CERTIFICATE) _____

B. COUNTRY OF BIRTH _____

18. NUMBER OF THIS MARRIAGE: _____ 19. A. NUMBER OF PREVIOUS MARRIAGES ENDED BY
DIVORCE: _____ CIVIL ANNULMENT: _____ DEATH: _____

19. B. HOW DID LAST MARRIAGE END? DIVORCE ☐ (3) ANNULMENT ☐ (3) DEATH ☐ (2)

C. DATE LAST MARRIAGE ENDED? _____
MM/DD/YYYY

D. ARE ANY FORMER SPOUSE(S) ALIVE? YES ☐ NO ☐

20. IF PREVIOUSLY DIVORCED OR ANNULLED, PROVIDE THE FOLLOWING INFORMATION

DATE OF DECREE (MONTH, DAY, YEAR)	PLACE ISSUED (CITY/COUNTY, STATE or COUNTRY, IF NOT USA)	AGAINST WHOM SELF SPOUSE
1ST _____	_____	☐ ☐
2ND _____	_____	☐ ☐
3RD _____	_____	☐ ☐
4TH _____	_____	☐ ☐

Specify the address where Certification of Marriage Registration should be sent
AFTER THE WEDDING

Number & Street _____ Town _____ State _____ Zip _____

Contact Phone Numbers: _____

When Do You Plan To Be Married: _____

Who Will Perform the Ceremony: _____

Names of Witnesses to the Ceremony: _____

SOCIAL SECURITY NUMBERS of the bride and groom are mandatory. They are required by
Section 466(a) of 42.U.S.C. 666(a) and may be used for child support enforcement purposes.

Town Clerk's Office, Newfane, New York

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.