

OBTAINING A MARRIAGE LICENSE IN THE TOWN OF MAMARONECK

1. MARRIAGE LICENSES ARE ISSUED FROM 8:30 AM TO 3:30 MONDAY THROUGH FRIDAY IN THE TOWN CLERK'S OFFICE
2. COUPLES MUST COME IN TOGETHER.
3. APPLICANTS MUST HAVE **2 FORMS OF IDENTIFICATION**

FIRST FORM MUST BE AN ORIGINAL OR CERTIFIED COPY OF YOUR BIRTH CERTIFICATE – FOREIGN BIRTH RECORDS MUST BE IN CERTIFIED TRANSLATION FORM **WE CANNOT ACCEPT ANY DOCUMENTATION WHICH IS TAPED OR TORN**

SECOND FORM MUST BE ONE OF THE FOLLOWING: DRIVER'S LICENSE, NON-DRIVER'S ID, PASSPORT, SOCIAL SERVICES CARD, U.S. MILITARY ID, NATURALIZATION PAPERS, RESIDENT ALIEN CARD. ALL ID'S MUST CONTAIN A PHOTO, BE *ORIGINALS AND CURRENT.*

4. IF EITHER PARTY HAS BEEN MARRIED BEFORE, HE/SHE MUST HAVE A COPY OF THE DIVORCE PAPERS.
5. THE COST FOR A MARRIAGE LICENSE IS \$40.00 PAYABLE BY CASH, CHECK, VISA OR MASTERCARD
6. MARRIAGE LICENSES TAKE EFFECT 24 HOURS FROM TIME OF ISSUANCE AND EXPIRE IN 60 DAYS AND ARE ONLY VALID IN NEW YORK STATE

UNDERSTANDING SURNAME

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. A person's last name (surname) does not automatically change upon marriage, and neither party to the marriage is required to change his or her last name. Parties to a marriage need not take the same last name.

One or both parties to a marriage may elect to change the surname by which he or she wishes to be known after the marriage by entering the new name in the appropriate space provided on the marriage license. The new name must consist of one of the following options:

- the surname of the other spouse;
- any former surname of either spouse;
- a name combining into a single surname all or a segment of the premarriage surname or any former surname of each spouse;
- a combination name separated by a hyphen, provided that each part of such combination surname is the premarriage surname, or any former surname, of each of the spouses.

The use of this option will provide a record of your change of name. The marriage certificate, containing the new name, if any, is proof that the use of the new name, or the retention of the former name, is lawful. The local Social Security Administration office should be contacted so that its records and your social security identification card reflect the name change. There is no charge for this service.

Whether you decide to use or not use this option at the time of your marriage license application, you still have the right to adopt a different name through usage at some future date. However, your marriage license cannot be changed to record a surname you decide to use after your marriage.

If you plan to use your married name at work, be sure to have your name changed in Social Security records. This way, you will get credit for all your earnings. It's easy and it's absolutely free. Contact any Social Security office. You can find the address and phone number of your local Social Security Office at <http://www.ssa.gov>. You will need documentary evidence showing both your old name and your new name.

Date of Ceremony _____

Location of Ceremony _____

MAILING ADDRESS AFTER MARRIAGE:

Name Applicant 1 (use full middle name)

Social Security # _____ - _____ - _____

Surname after marriage (this cannot be blank – see reverse for details)

Birth Name (if different) _____

Residence _____

Residence located in: Circle one City Town Village

AND Specify _____

Phone Number _____ - _____ - _____

Is Residence located in limits of an incorporated Town or City?

Circle One: Yes No

County of Residence _____

Date of Birth ____/____/____ Sex (optional) ____

Place of Birth _____

Occupation _____

Type of Business _____

Parent 1 (birth name) _____

Parent 1 Country of birth _____

Parent 2 (birth name) _____

Parent 2 Country of birth _____

Applicant 1, the number of this marriage _____ (i.e. 1st, 2nd)

Number of previous marriages ended in:

Divorce ____ Annulment ____ Death ____

How did last marriage end?

Circle One: Divorce Annulment Death

Date last marriage ended ____/____/____

Are any former spouses still alive?

Circle One: Yes No

If previous marriages please specify:

Date of Decree ____/____/____

Location _____

Circle one: against self / Spouse / no fault

Date of Decree ____/____/____

Location _____

Circle one: against self / Spouse / no fault

Date of Decree ____/____/____

Location _____

Circle one: against self / Spouse / no fault

Name Applicant 2 (use full middle name)

Social Security # _____ - _____ - _____

Surname after marriage (this cannot be blank – see reverse for details)

Birth Name (if different) _____

Residence _____

Residence located in: Circle one City Town Village

AND Specify _____

Phone Number _____ - _____ - _____

Is Residence located in limits of an incorporated Town or City?

Circle One: Yes No

County of Residence _____

Date of Birth ____/____/____ Sex (optional) ____

Place of Birth _____

Occupation _____

Type of Business _____

Parent 1 (birth name) _____

Parent 1 Country of birth _____

Parent 2 (birth name) _____

Parent 2 Country of birth _____

Applicant 2, the number of this marriage _____ (i.e. 1st, 2nd)

Number of previous marriages ended in:

Divorce ____ Annulment ____ Death ____

How did last marriage end?

Circle One: Divorce Annulment Death

Date last marriage ended ____/____/____

Are any former spouses still alive?

Circle One: Yes No

If previous marriages please specify:

Date of Decree ____/____/____

Location _____

Circle one: against self / Spouse / no fault

Date of Decree ____/____/____

Location _____

Circle one: against self / Spouse / no fault

Date of Decree ____/____/____

Location _____

Circle one: against self / Spouse / no fault