

**CITY OF PASSAIC**  
**DIVISION OF HEALTH - OFFICE OF VITAL STATISTICS**

**IMPORTANT NOTE TO PERSONS APPLYING  
FOR A MARRIAGE LICENSE IN THE CITY OF PASSAIC**

The bride or groom must be a resident of the City of Passaic. If neither the bride nor the groom is a New Jersey resident, the application must be submitted in the municipality where the marriage will be performed.

**STEP BY STEP INSTRUCTIONS FOR OBTAINING A MARRIAGE LICENSE IN  
THE CITY OF PASSAIC**

1. In order to legally marry, you must make an appointment with the Office of Vital Statistics for the purposes of completing/filing an application for a marriage license.
2. The marriage license will not be issued on the same day that the application is submitted. In accordance with State law, you must wait three (3) days/ seventy-two (72) hours after submission of your application to legally marry. Only a County Court Judge may issue an order waiving the three (3) days/seventy-two (72) hour waiting period.
3. Once your license is issued, you may only marry in the State of New Jersey. In addition, once your license is issued, it is only valid for thirty (30) days from the date of issuance.
4. At the time of your application appointment, you must provide the marriage date, the address where the marriage will take place, and the name of the person who will perform the marriage.
5. **At the time of the application appointment, the BRIDE AND GROOM must have the following documents in their possession:**
  - **PROOF OF ADDRESS (FOR BOTH THE BRIDE AND GROOM)**
  - **PHOTO IDENTIFICATION**  
May include Drivers License, County ID, or State/Federal ID
  - **SOCIAL SECURITY CARDS OR NUMBERS FOR BOTH BRIDE AND GROOM (IF EITHER HAVE ONE)**  
If either the bride or groom has a social security card, the card(s) or the social security numbers must be provided at the time of application appointment.
  - **DIVORCE, DEATH CERTIFICATES, ANNULMENT DOCUMENTS**  
If the bride or groom were divorced, widowed, or had their marriage annulled, the civil divorce decree, death certificate for the previous spouse, or civil annulment documents must be presented at the time of the application appointment. Documents in a foreign language other than Spanish must be translated into English.
  - **WITNESS**  
One witness who is 18 years of age or older must appear with the bride and groom at the time of application.

**SPECIAL INSTRUCTIONS FOR BRIDE AND/OR GROOMS UNDER 18 YEARS OF AGE FROM 16 YEARS OF AGE:**

- **PARENTAL CONSENT & TWO WITNESSES**  
Both the mother and father of the bride and/or groom who is under 18 years of age from 16 years of age

must be present to sign a parental consent form at the time of the application appointment. If the parents of the minor are not married, the parent having custody of the child must be present to sign the consent which is provided by the Vital Statistics Office. Two witnesses, instead of one, who are 18 years of age or older must be present along with the minors parents at the time of the application appointment.

**SPECIAL INSTRUCTIONS FOR BRIDE AND/OR GROOM UNDER 16 YEARS OF AGE:**

• **PARENTAL CONSENT, TWO WITNESSES, & COUNTY COURT JUDGE CONSENT**

Both the mother and father of the bride and/or groom under 16 years of age must be present to sign a parental consent form at the time of the application appointment. If the parents of the minor are not married, the parent having custody of the child must be present to sign the consent which is provided by the Vital Statistics Office. Two witnesses, instead of one, who are 18 years of age or older must be present with the minor's parent(s) at the time of the application appointment. Moreover, the applicants must present a consent from a County Court Judge of the State of New Jersey.

**THE FEE FOR A MARRIAGE LICENSE IS \$28.00.**  
**YOU WILL PAY THIS NON-REFUNDABLE FEE WHEN YOU APPLY FOR YOUR LICENSE.**

REVISED: March 2009\_