

**MARRIAGE LICENSE PROCESS
TOWN OF ROXBURY
Delaware County, NY**

If you are getting married in the Town of Roxbury you DO NOT have to get your marriage license here. You can get your marriage license anywhere in New York State and be married in the Town of Roxbury.

Please see the Getting Married in NYS brochure at <https://www.health.ny.gov/publications/4210.pdf>. The following documents are what I require for a license. If you decide to get the marriage license somewhere other than the Town of Roxbury, you should call that Clerk to see what they will require from you and to verify what their process is.

Applicants must be at least 18 years of age. Applicants under the age of 18 years of age cannot be issued a marriage license.

The following requirements only apply to Marriage Licenses obtained from the Town of Roxbury:

* Both applicants need to appear at the time of application

*Required Items:

1. Certified copy **(NOT a photocopy)** of birth, with raised seal **AND** showing parent’s names (must be certified by the municipal clerk where birth occurred – NOT from the hospital)
2. Driver’s License
- 3.. Social Security card
4. Completed marriage license application (attached)

* If either applicant has been married before, the following items are required: certified copies **(NOT a photocopy)** of paperwork, with raised seal, for any and all previous marriages that ended in divorce, annulment or death. For divorce or annulment, the certified copy must also show the date of the filing and the County/State where the document was filed.

*If you are currently married and you are getting this license as a second or subsequent marriage license, I will need to see a certified copy of your current marriage certificate **(NOT a photocopy)** with raised seal.

*FOREIGN DOCUMENTS - If **ANY** of the documents referenced above are written in a language other than English, you will need to present the original foreign version of the document **(NOT a photocopy)** **AND** the original certified **(NOT a photocopy)** translation of the document, with seal, done by an applicable certified translation agency.

***ALL documents referenced above must be presented in paper format – no electronic versions will be accepted**

*A 24- hour period must elapse from the time of the application until the marriage can be performed

*The license is good for 60 days from the date issued

*The fee is \$40.00 (Cash or Check Only)

.....
Additional Info

*An appointment is required to complete the marriage license process by calling the Town Clerk’s Office at 607-326-7641 and it takes approximately 20 minutes to complete.

*After the marriage takes place, the person performing the marriage will complete their portion of the license, will have the witnesses sign the license and must mail it back to me within 5 days after the marriage. I will then mail the married couple their marriage certificate and file the license with the State.

*The Town Clerk cannot perform the marriage

* The Town Clerk is not responsible for determining if the person performing the ceremony is qualified to perform the ceremony. It is the responsibility of the applicants to make sure the person performing the ceremony is a qualified person pursuant to NYS Domestic Relations Law Section 11.

***NOTE: A MARRIAGE CAN BE CHALLENGED BY ANYONE. IT IS IMPORTANT THAT THE PERSON PERFORMING THE CEREMONY IS QUALIFIED UNDER NEW YORK STATE LAW**

TOWN CLERK HOURS Monday – Friday 8:00 – 4:30 CLOSED 12:30–1:30 and Holidays
56 Hillcrest Drive, Roxbury, NY 12474