



Marisa Dollbaum, Town Clerk
Town of Tuxedo
1 Temple Drive
Tuxedo, New York 10987

HOW TO APPLY FOR A MARRIAGE LICENSE

- Schedule an appointment with the **Town Clerk at (845) 351-4411 x4**, Monday–Friday between **9:00am and 2:30pm** at the Town Hall, 1 Temple Dr., Tuxedo, NY 10987 (first floor)
- Both parties *must be* present at the appointment
- *Both parties* need to bring their **Original Birth Certificates** or Naturalization Records with raised seal or a Certified Transcript with the raised seal (NO photocopies)
- **Current** Photo ID (Driver’s License, Non-Driver’s License, Passport, or Military ID)
- **\$40.00 fee** (Cash, credit card, or check made payable to **Town of Tuxedo**)
- You will receive the license the same day. The first 24 hours after issuance is a waiting period.
- The Marriage License is valid for **60 days** after the waiting period has ended
- Anyone under the age of 18 **MUST** have written parental consent, a Court Order, and parents present

ADDITIONAL REQUIREMENTS (if Previously Married):

Applicants who were previously married, must provide proof of how all marriages ended whether divorced, annulled, or by death. **Acceptable Documents:** Death Certificate (copies are not acceptable), Judgement of Divorce, State or Court Annulment

Note: Documents that are not in English **MUST** be translated by a certified translating company. Translations done by a Notary Public or by an on-line translating service will **NOT** be accepted. For those born in Puerto Rico, we cannot accept a Birth Certificate that was issued prior to July 1, 2010. The Puerto Rican government, the U.S. Department of State, and the Department of Homeland Security collaborated on creating a new law to stop fraudulent use of documents. You can obtain further information, and apply for a new Birth Certificate at the Puerto Rico Federal Affairs Administration <http://prfaa.pr.gov/>.

Payment Type: Cash _____ Check _____ Credit Card _____ **(fill out below)**

Name on Card _____

Credit Card # _____

Card Type _____

Expiration Date _____

Security Code _____

Fees:

Credit Card = 2.55% or 2.00 minimum

Debit Card = \$4.00

E-Check = \$2.00