



TOWNSHIP OF IRVINGTON
DEPARTMENT OF HEALTH
MUNICIPAL BUILDING
1 CIVIC SQUARE, IRVINGTON, NJ 07111
TEL: (973) 399-6647 | FAX: (973) 416-6400

The Honorable Tony Vauss
Mayor

Dr. Monique S. Griffith
Director of Health

Division of Vital Statistics Hours of Operation: 9:15 A.M. – 3:30 P.M. Monday - Friday

Beatriz Caban
Local Registrar

Cheryl Denson
Deputy Registrar

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MARRIAGE & CIVIL UNION
LICENSE APPLICATION REQUIREMENTS

In order to apply for a marriage license in the Township of Irvington, one of the applicant(s) must be a resident of Irvington. The application for a marriage license can be obtained in the municipality where either the applicants resides. Proper identification must be provided for all individuals when completing the application. All identifications must be valid (not expired).

ATTENTION OUT OF STATE RESIDENTS:

If both applicants are out of State residents. The application for the marriage license must be obtained in the Municipality where the marriage is going to take place. The marriage license will be noted "Valid in Irvington Only."

Required documents when applying for a marriage license

- Proof of identity by presenting your photo government issued ID, passport or state/federal I.D.
- Proof of residency (valid driver's license) only if a NJ resident
- Social Security number*
- A witness, 18 years of age or older
- The \$28 application fee
- Certified translator if applicant A or B do not speak and understand English.

Items that will be accepted by this office as proof of residence are as follow:

- Valid Driver's License, Utility bills, a notice from Immigration, IRS, Tax Bill, Bank Statement, Car Insurance and Registration and or a hospital bill. Other documentations may also be accepted. Supporting documentation should not be over 90 days.

SPECIAL INSTRUCTIONS FOR MINORS REQUESTING A MARRIAGE LICENSE

- If either applicant is under the age of eighteen (18), a written parental consent must be provided. Additionally, both parents and two (2) witnesses that know the parents must be present at the time of completing the application.
- However, if either applicant(s) are under sixteen (16) years of age, a parental consent must be completed. Both parents and two (2) witnesses that know the parents must be present at the time of completing the application. The parental consent must be signed by a county judge.

INSTRUCTIONS THAT APPLIES TO BOTH U.S. CITIZENS AND NON U.S CITIZENS

- The applicants must appear with a witness when completing the application. The witness should be at least eighteen years of age, and have a valid government issued ID that states their address.
- The marriage license fee is \$28.00. The fee must be in the form of a **money order** or a **certified bank check, made payable to the Township of Irvington.** Please be advised that we do not accept cash, personal checks or credit cards.
- Divorced person(s) must know Date of Event, Place of Divorce and Former Spouse Full Name (maiden name) when applying for a marriage license.
- Widows and widowers must know Date of Event, Place of Event and Deceased Full Name.
- There is a seventy-two (72) hour waiting period before the marriage license can be issued. It is recommended that you apply for your marriage license two weeks before the date of marriage.
- Once the license is issued, the marriage license will be valid for only thirty (30) days. The ceremony must take place within that time period; otherwise, the license will expire and you will be required to reapply for a new license.
- Provide date and place of marriage (if known)

SPECIAL NOTES:

Unfortunately, the Township of Irvington no longer performs marriage ceremonies. Therefore, all applicants are responsible to find an eligible individual to perform the wedding ceremony. It is also the applicant's responsibility to obtain a location for the marriage ceremony. Please be advised that in most neighboring towns, civil ceremonies will only be performed for residents of that particular town.

LIST OF ENTITIES ELIGIBLE TO SOLEMNIZE A CEREMONY

- Each Judge of the United States Court of Appeals for the Third Circuit
- Each Judge of the Federal District Court
- United States Magistrate
- Judge of a Municipal Court
- Judge of the Superior Court
- Judge of a Tax Court
- Retired Judge of the Superior Court
- Retired Judge of the Tax Court
- Former County Court Judge, who resigned in good standing
- Former County Juvenile and Domestic Relations Court Judge, who resigned in good standing
- Former County District Court Judge, who resigned in good standing
- Surrogate Judge of any County
- County Clerk
- Mayor
- Former Mayor not currently serving on the municipal governing body
- Deputy Mayor, when authorized by the Mayor
- Chairman of any Township Committee or Village President of this State
- Every Minister of every religion
- Civil Celebrant who is certified by the Secretary of State