



SANDYSTON TOWNSHIP

133 Route 645 - Sandyston, NJ 07826
Tel: 973.948.3520 • Fax: 973.948.0783
www.sandystontownship.com

Congratulations on your upcoming wedding!

In the State of New Jersey, residents apply for a marriage license **in the municipality which they reside** as determined by a **VALID** driver's license and utility bills which are in their name.

Non-residents apply for the marriage license in the municipality in which they intend to be married, and it is **only valid** in that municipality. You must bring **VALID** identification with you to file for your marriage application. The Walpack Township Registrar is Amanda Lobban and can be reached by calling 973-948-3520 x200, Monday through Friday, 9 am to 2 pm or via email at clerk@sandystontownship.com.

What do you need to apply?

Required documents when applying for a marriage license:

- Proof of identity by presenting your driver's license, passport or state/federal I.D.
- Proof of residency by one applicant if a NJ resident
- Social Security number*
- A witness, 18 years of age or older
- The \$28 application fee

* Your social security number is required by law for US citizens and will be kept confidential.

Any documents in a foreign language must be accompanied by a certified English translator for translation.

Information may be found on the State of New Jersey Vital Statistics website:

https://www.nj.gov/health/vital/registration_vital/marriage_licenses/#1

CERTIFIED COPIES

For marriages that have taken place in Walpack, your marriage certificate is filed in Walpack Township. Please use the attached application for certified copies (OPRA Requests cannot be submitted for Certified Copies). You may deliver this request in person, drop off in municipal drop box or through the mail. Certified copies are \$5.00 per copy, payable by cash, check or money order to "Walpack Township". Please provide form, copy of photo ID, and payment.

Important: You must identify the record fully by filling out the aforementioned certified copy application in full, provide your ID, and fee. Upon receipt, the Registrar will research your request and provide you either with the certified copies requested OR return your request with a letter stating the requested information was not found.

Important: The Registrar is not permitted, by the direction of the State of NJ, Vital Statistics, to confirm or provide information on marriage license applications or filed certificates with the municipality. The Registrar will not discuss requests for information over the phone.

Certified Copies of Marriage

Certified Copies of your marriage must be obtained in the municipality where the couple was married.

- Proof of identity must be provided.
- The fee is \$5.00 per certified copy payable in the form of cash, check ("Walpack Township") or money order.

WHERE DO I APPLY FOR A MARRIAGE LICENSE????

DO YOU RESIDE IN NEW JERSEY?

YES

You will apply for your marriage license where either applicant resides as per your valid NJ Driver's License

NO

You will apply for your marriage license in the town where the marriage is taking place.

For marriages taking place in *Walpack*, you will apply with the Walpack Registrar located in Sandyston Township.
Please call 973-948-3520 x200 or email clerk@sandystontownshipcom for information

New Jersey Department of Health
Office of Vital Statistics and Registry
PO Box 370
Trenton, New Jersey 08625-0370

ENTERING INTO A MARRIAGE OR CIVIL UNION IN NEWJERSEY

If you are entering into a Marriage or Civil Union in New Jersey, you will find information in this brochure which will be helpful to you. Read it carefully. If you have any questions, please contact your local Registrar of Vital Statistics. A list of local Registrars is available at: www.nj.gov/health/vital/order-vital/local-vital-records/.

Where should you apply for a marriage or civil union license?

The marriage or civil union license must be obtained from the registrar in the New Jersey municipality in which either applicant resides, if one or both is resident of New Jersey. (For these purposes, soldiers are residents of the posts at which they are stationed.) A license issued under the preceding circumstances is good for use anywhere in the State of New Jersey.

If both parties are not residents of New Jersey, the license must be obtained from the Registrar of the municipality where the ceremony is to be performed and is **only** good for use in that municipality.

A New Jersey marriage or civil union license may never be used outside of the State of New Jersey and a license issued in another state may never be used within the State of New Jersey.

Be sure to contact the Registrar well in advance of the ceremony to find out on what days and during what hours the Registrar will be in the office. ***The marriage or civil union license fee is \$28.00.***

Who can perform a marriage or civil union ceremony?

Each judge of the United States Court of Appeals for the Third Circuit, each judge of a 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 or Tax Court, or judge of the Superior Court or Tax Court, the former County Court, the former County Juvenile and Domestic Relations Court, or the former County District Court who has resigned in good standing, surrogate of any county, county clerk and any mayor or the deputy mayor when authorized by the mayor, or chairman of any township committee or village president of this State, and every minister of every religion, are hereby authorized to solemnize marriages or civil unions between such persons as may lawfully enter into the matrimonial relation or civil union; and every religious society, institution or organization in this State may join together in marriage or civil union such persons according to the rules and customs of the society, institution or organization (Title 37:1-13).

When should you apply for a marriage or civil union license?

A local Registrar will not issue a marriage or civil union license sooner than 72 hours after the application for a license has been made, unless ordered to do so via a Superior Court order. If

the ceremony is scheduled for a Saturday or Sunday, the application should be made no later than the preceding Tuesday. If the application is made on a Wednesday or Thursday, the 72 hours will end on Saturday or Sunday, but the Registrar will probably not be available on those days or any public holiday.

***The application must be completed by both parties before the license will be issued.
The application is valid for six months from the date filed.***

Once the license is issued, it is good for 30 days from the date of issuance. A couple wishing to have both religious and civil ceremonies may be issued a license for both ceremonies on the basis of a single application. However, a couple wishing to have two religious ceremonies, and wanting to have a public record of each, may not have two licenses issued at the same time. They must apply for and use the first license. They must then return to the Registrar with the signed original certificate and a witness to apply for a remarriage or reaffirmation of civil union license.

What should you bring with you when you apply?

Required documents when applying for a marriage license:

1. Proof of identify by presenting your driver's license, passport or state/federal ID.
2. Proof of your residency.
3. Your social security card or social security number.*
4. A witness, 18 years of age or older.
5. The \$28 application fee.

*Social security number is required by law for U.S. citizens and will be kept confidential.

Any documents in a foreign language must be accompanied by a certified English translation.

Each applicant must supply valid identification that establishes name, age, date of birth and proof of residency. This may be supplied by one or more documents issued by a government agency, such as a driver's license, military identification, passport or state/county identification card.

Where should the marriage or civil union record be filed?

The person performing the ceremony must file the license and certificate with the Registrar of the municipality in which the ceremony was performed. Since failure to record the certificate may cause considerable inconvenience at a later date when proof of certificate is needed, you should make sure that this has been done.

Certified copies of the marriage or civil union event may be obtained from the local Registrar in the municipality where the ceremony occurred or from the State Office of Vital Statistics and Registry.

**APPLICATION FOR A NON-GENEALOGICAL
 CERTIFICATION OR CERTIFIED COPY OF VITAL RECORD**

<input type="checkbox"/> Certified Copy <input type="checkbox"/> Certified Copy for an Apostille Seal <input type="checkbox"/> Certification	Requestor's Relationship to Person on Record <i>(proof is required for certified copy)</i>	Requestor's Signature
		Date (of request) / /
Name of Requestor First _____ Middle _____ Last _____		Reasons for Request <input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> School / Sports <input type="checkbox"/> Veterans' Benefits <input type="checkbox"/> Social Security Card / Benefits <input type="checkbox"/> Medicare <input type="checkbox"/> Welfare / Disability <input type="checkbox"/> Other: _____
Current Mailing Address (must match address on ID) Street _____ City _____ State _____ Zip Code _____		
Email Address _____ @ _____ . _____	Daytime Phone Number () -	

<input type="checkbox"/> BIRTH			
Child's Name at Birth First _____ Middle _____ Last _____			
No. Requested Copies	Place of Birth City _____ State _____	County	Date of Birth / /
Name of Child's Parents (name given at birth or on birth certificate / Maiden Name)			
Parent A First _____ Middle _____ Last _____			
Parent B First _____ Middle _____ Last _____			
If Child's name was changed: New Name _____ Describe Change _____			

<input type="checkbox"/> MARRIAGE		<input type="checkbox"/> CIVIL UNION		<input type="checkbox"/> DOMESTIC PARTNERSHIP	
No. Requested Copies	Place of Event City _____ State _____	County	Date of Event / /		
Name of Spouses (name given at birth or on birth certificate / Maiden Name)					
Spouse A First _____ Middle _____ Last _____					
Spouse B First _____ Middle _____ Last _____					

<input type="checkbox"/> DEATH					
Name of Decedent First _____ Middle _____ Last _____					
No. Requested Copies	Place of Death City _____ State _____	County	Date of Death / /		
Name of Decedent's Parents (name given at birth or on birth certificate / Maiden Name)					
Parent A First _____ Middle _____ Last _____					
Parent B First _____ Middle _____ Last _____					

Have you enclosed and completed all required information?

- Completed Application
- Payment
- Proof of Relationship
- Acceptable Forms of ID
- Mailing Address Matches ID

FOR STATE USE ONLY					
Payment Type: Cash M/O Check Waived	Amount: \$	<input type="checkbox"/> ID Viewed	Processed By:		

**INSTRUCTIONS FOR OBTAINING
 A COPY OF NON-GENEALOGICAL VITAL RECORDS**

- **Non-Genealogical Records** are births occurring within the last 80 years or if the individual is still living, marriages occurring within the last 50 years, deaths occurring within the last 40 years and all civil union and domestic partnership records.
- **Certified Copies** have the raised seal of the office issuing the record and are always issued on State of New Jersey safety paper. Certified copies may be used to establish identity and are legal documents.
- **Certifications** are issued on plain paper with no seal and clearly indicate they are not valid for establishing identity or for legal purposes. Certifications are generally useful for genealogy. Certifications of death records do not contain the Social Security Number or the Cause of Death medical terminology.
- **Apostille Seal** – An Apostille Seal is an additional seal required for certain certified records that will be presented to a foreign government that is a member of the Hague Treaty. The seal is often required on documents for international adoptions or establishing dual citizenship. Contact the consulate of the country involved to determine if you need an Apostille Seal.

An Apostille Seal can only be obtained by first requesting certified copy of the vital record from the State Office of Vital Statistics and Registry. **You would then forward this document to the New Jersey Department of Treasury, which issues the Apostille Seal.** Additional information is available at: <http://www.state.nj.us/treasury/revenue/apostilles.shtml>.

Applications for a certification or certified copy of a **Non-Genealogical** record **require** the applicant to provide a completed application, valid proof of identity¹, payment of the fee and, if requesting a certified copy, proof that establishes you are:

- the subject of the record;
- the subject’s parent, legal guardian or legal representative;
- the subject’s spouse/civil union partner, domestic partner, child, grandchild or sibling, if of legal age;
- a state or federal agency for official purposes; or
- requesting pursuant to a court order.

To request a certified copy of a Certificate of Birth Resulting in Stillbirth, use form REG-68, which is available on the New Jersey Department of Health website at: <http://nj.gov/health/vital/registration-vital/stillbirth/>.

<p>Location Address:</p> <p style="text-align: center;">Walpack Township c/o Sandyston Township Municipal Building 133 Route 645 Sandyston, NJ 07826</p>	<p>Hours of Operation:</p> <p style="text-align: center;">There are no office hours for Walpack Township Please contact Sandyston Township Municipal Bldg 973-948-3520 x200 or x201 Office Hours 9 am to 2 pm</p>
<p>Mailing Address:</p> <p style="text-align: center;">Walpack Township c/o Sandyston Township Municipal Building 133 Route 645 Sandyston, NJ 07826</p>	<p>Fees:</p> <p>\$5.00 per Certified Copy</p>

¹ Valid photo driver’s license or photo non-driver’s license with current address **OR** valid driver’s license without photo and an alternate form of ID with current address **OR** two (2) alternate forms of ID, one of which must show the current address. Alternate forms of ID are: vehicle registration, vehicle insurance card, voter registration, US/foreign passport, permanent resident card (green card), Immigrant Visa, Federal/State ID, county ID, school ID, utility bill (within the previous 90 days), bank statement (within previous 90 days) or W-2 for current or previous year. Requests for records to be mailed to an address other than that which appears on the requestor’s ID must be accompanied by a notarized letter which includes A) the alternate address, and B) a written request to mail records to this alternate address.