

MARRIAGE LICENSE BY APPOINTMENT ONLY



Please email the Town Clerk for a marriage application

clerk@townofwarwickny.gov

or call

845-986-1124 ext. 246

***You MUST have the following documents:**

Birth Certificates, Baptismal Certificates or Naturalization Record

Driver's Licenses (or Passports)

Documents of ALL prior marriages if applicable

Example: Divorce Decrees, Annulment Papers, Death Certificates

Both parties **MUST** appear before the Clerk to sign the Marriage License

All documents MUST be in English or translated by a Certified Translator

TOWN OF WARWICK



Eileen M. Astorino
Town Clerk/Registrar
132 Kings Highway
Warwick, New York 10990-3152
Tel: (845) 986-1124, ext. 246
Fax: (845) 987-1499
clerk@townofwarwick.org

Carolyn Purta, Deputy Town Clerk/Deputy Registrar
Melissa Stevens, Deputy Town Clerk
Tel: (845) 986-1124, ext. 244 or 245
Fax: (845) 987-1499

DOCUMENTATION REQUIRED FOR A MARRIAGE LICENSE

Both Parties need to be present at the same time when applying for a license

- ALL DOCUMENTS MUST BE **Certified or Original** documents
- We do not accept photocopies of ANY documents
- **NOTARIZED** documents are not certifications and therefore are not acceptable.

PLEASE BRING THE FOLLOWING DOCUMENTS WITH YOU WHEN YOU COME TO APPLY FOR YOUR MARRIAGE LICENSE:

A. CURRENT FORM OF PICTURE ID (ONE):

(EXPIRED IDENTIFICATION IS NOT ACCEPTABLE!)

1. VALID U.S. DRIVER'S LICENSE
2. VALID U.S. NON-DRIVER IDENTIFICATION CARD
3. VALID PASSPORT

B. PROOF OF AGE (ONE):

1. ORIGINAL OR CERTIFIED BIRTH CERTIFICATE.
(HOSPITAL BIRTH CERTIFICATES ARE NOT ACCEPTABLE)
2. ORIGINAL OR CERTIFIED BAPTISMAL RECORDS
(MUST CONTAIN DATE OF BIRTH)
3. NATURALIZATION RECORD

C. PROOF OF DIVORCE, DEATH OR ANNULMENT:

1. CERTIFIED OR ORIGINAL DIVORCE PAPERS FOR EACH DIVORCE
(PHOTOCOPIES ARE NOT ACCEPTABLE)
2. CERTIFIED OR ORIGINAL ANNULMENT PAPERS FOR EACH ANNULMENT
(PHOTOCOPIES ARE NOT ACCEPTABLE)
3. CERTIFIED OR ORIGINAL DEATH CERTIFICATE FOR EACH DEATH

D. \$40.00 CASH OR CHECK MADE PAYABLE TO THE TOWN OF WARWICK

*******FOREIGN LANGUAGE DOCUMENTS*******

Foreign language documents **MUST** have certified English translations, as per New York State Law. Acceptable are those produced by consulates, embassies, universities or an accredited translation agency. The translator **MUST** sign the translation, with the signature notarized by a Notary Public.

Spouse A

Town of Warwick
APPLICATION FOR MARRIAGE LICENSE

Anticipated Date of
Ceremony:

1. FULL NAME _____
First Middle Last

BIRTH NAME, if different _____
Certified birth or baptismal record required must contain date of birth

SURNAME AFTER MARRIAGE _____

MIDDLE NAME AFTER MARRIAGE _____

SOCIAL SECURITY NUMBER _____

2. RESIDENCE: Is this residence within limits of City or incorporated Village? ____ YES ____ NO

STREET ADDRESS _____

HAMLET/TOWN _____ STATE _____

ZIP CODE _____ COUNTY _____

3. AGE _____ DATE OF BIRTH _____

4. PLACE OF BIRTH _____
include city and country if not United States

5. OCCUPATION _____ TYPE OF BUSINESS _____

6. FATHER'S NAME _____
first and last name

FATHER'S COUNTRY OF BIRTH _____

7. MOTHER'S MAIDEN NAME _____
first and last name (before Marriage)

MOTHER'S COUNTRY OF BIRTH _____

8. HAVE YOU EVER BEEN MARRIED? ____ YES ____ NO Number of prior Marriage(s) _____

9. A. PREVIOUS MARRIAGES ENDED BY: (enter number)
____ DIVORCE ____ ANNULMENT ____ DEATH

B. ARE FORMER SPOUSE(S) ALIVE?
____ YES ____ NO

10. DIVORCE INFORMATION

Date Filed	County and State Filed	Against Whom (Self/Spouse)
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDRESS TO MAIL MARRIAGE CERTIFICATE

Name _____ Phone/Cell _____

Address _____

City _____ State _____ Zip _____

Marriage License Fee \$40.00 payable (cash or check) to: Town of Warwick

PLEASE NOTE: Please refer to the NYS Domestic Relations Law and the NYS Department of Health website for information on qualified marriage officiants.

Please review this application carefully as corrections cannot be made by our office once filed with the State.

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What do I need for a Marriage License?

Once you have made an appointment you will need to do the following

You will need to:

1. Email copies of the Completed Marriage Application (please print legibly)
2. Email All required documents

YOU WILL STILL NEED TO BRING ALL ORIGINAL DOCUMENTS OR CERTIFIED TRANSCRIPTS TO YOUR APPOINTMENT

NOT your 1st Marriage?

You will need to have documents on how ALL Prior Marriages ended:

1. Death Certificates
2. Divorce Decrees
3. Annulment Papers

**YOUR APPLICATION NEEDS TO BE EMAILED BACK TO THE CLERK
(MINIMUM OF 2 DAYS BEFORE YOUR SCHEDULED APPOINTMENT)**

Failure to submit application on time will result in cancellation of appointment

If you have any questions please call 845-986-1124 or email clerk@townofwarwick.org

You will BOTH need to be present to sign the Marriage License

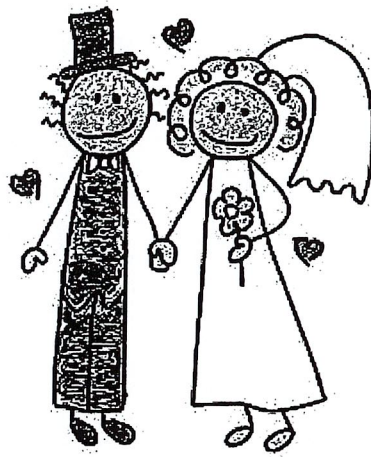
The License is good for 60 Days

There is a 24-hour waiting period before you can use the license

The Fee is \$40.00

We accept CASH, CHECK or MONEY ORDERS

Please make Checks/Money Orders payable to the Town of Warwick



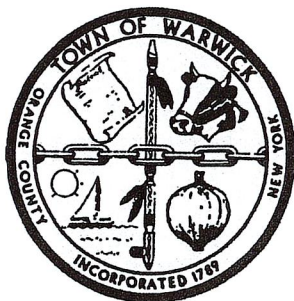
**ALL LEGAL DOCUMENTS
SUBMITTED FOR A MARRIAGE
LICENSE MUST BE IN ENGLISH
OR
TRANSLATED BY A
CERTIFIED TRANSLATOR**

WHAT IS A CERTIFIED TRANSLATION?

A **certified translation** means that the **translator** or the language service provider (LSP) has issued a signed statement declaring that the **translation** that has been done is an accurate and true representation of the original document. **Certified translations** are normally required when submitting legal documents.

WE CANNOT ACCEPT A NOTARIZED TRANSLATION

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MARRIAGE CEREMONY

IF YOU ARE PLANNING A CIVIL MARRIAGE CEREMONY IT MAY BE PERFORMED BY ANY OF THE FOLLOWING INDIVIDUALS IN THE TOWN OF WARWICK:

TOWN JUSTICE	KAREN AMUNDSON	kamundson@nycourts.gov
TOWN JUSTICE	PETER BARLET	845-986-1988
VILLAGE JUSTICE (Warwick)	JEANINE WADESON	845-986-2031
MAYOR (Florida)	DANIEL HARTER, JR	845-651-7815
MARRIAGE OFFICER	JESSE DWYER	845-986-1120
MAYOR (Warwick & Town)	MICHAEL NEWHARD	845-986-2031
MAYOR (Greenwood Lake & Town)	THOMAS HOWLEY	845-477-9215
MARRIAGE OFFICER	JAMES GERSTNER	845-234-6965 (CELL)
MARRIAGE OFFICER	JOHN JOHANSEN	201-280-4484
MARRIAGE OFFICER	ARIANA DALTON	845-551-9429

**JUSTICES, MAYORS AND MARRIAGE OFFICERS
MAY ACCEPT A GRATUITOUS GIFT UP TO \$75.00**

**NOTE: MAYORS AND MARRIAGE OFFICERS CAN ONLY PERFORM CIVIL MARRIAGE
CEREMONIES WITHIN THEIR JURISDICTION**

TOWN OF WARWICK
APPLICATION FOR ONE-DAY MARRIAGE OFFICIENT LICENSE



Applicant Name: _____ **Telephone #** _____

Mailing Address: _____ **Email:** _____

_____ **Date of Birth** _____

Proof of Identity presented _____ **(please include copy of driver's license)**

Persons to be married (as appears on the marriage license)

Name: _____ **Name:** _____

Address: _____ **Address:** _____

Date of Birth: _____ **Date of Birth:** _____

Date of Marriage Ceremony: _____

Location of Marriage Ceremony: _____

I DULY SWEAR/AFFIRM that the information provided above is true and accurate.

Applicants Signature: _____ **Date** _____

Sworn before me this _____ **day of** _____, **20** _____.

(SEAL)

NOTARY PUBLIC

License granted this _____ **day of** _____, **20** _____

Town Clerk/Deputy Town Clerk

Note: This license is valid only for the parties to be married as described above and shall expire after the marriage ceremony or the expiration of the marriage license, whichever occurs first.

There is a \$25 fee due at time of request. Please make checks payable to: Town of Warwick
132 Kings Highway, Warwick, NY 10990