

MARRIAGE LICENSE CHECKLIST

Full Legal Name: _____

Phone Number: Cell: _____ Home: _____

Full Birth Name (If different than current legal name): _____

Surname After Marriage (If it is changing after marriage): _____

Middle Name After Marriage (If it is changing after marriage): _____

Social Security Number: _____

Residence (Where you live):

Street: _____ City/Town: _____

State: _____ Zip Code: _____ County: _____

Mailing Address (if different than above) – where we can send the Certificate of Marriage

Registration

Street: _____ City/Town: _____

State: _____ Zip Code: _____ County: _____

Occupation: _____ Industry: _____

Birth Date: _____ Place of Birth: _____

Father's Full Name: _____

Country of Father's Birth: _____

Mother's Full Maiden Name: _____

Country of Mother's Birth: _____

Number for this Marriage (is this your first marriage, second?): _____

Number of Previous Marriages Which Ended by: Divorce: ____ Annulment: ____ Death: ____

Date Most Recent Marriage Ended: _____

If Previously Divorced, Date and Place of Decree: _____

Payment Type (check one): Cash: _____ or Check: _____

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Country of Father's Birth: _____

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Country of Mother's Birth: _____

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Proof of Age and Identity:

A person is required to establish proof of age and identity by submitting to the issuing clerk one of the following age-related documents:

1. Birth Certificate (original or certified copy)
2. Baptismal record
3. Naturalization record
4. Census record

AND one of the following *identity* related documents:

1. Driver's License
2. Passport
3. Employment Picture ID
4. Immigration Record

Familial Restrictions

A marriage may not take place in New York State between an ancestor and descendant, siblings (full or half-blood), an uncle and niece or nephew, regardless of whether or not the persons are legitimate or illegitimate offspring.

Previous Marriages

Information regarding previous marriages must be furnished in the application for a marriage license. This includes whether the former spouse or spouses are living, and whether the applicant is divorced and, if so, when, where and against whom the divorces were granted. A certified copy of the Decree of Divorce or a Certificate of Dissolution of Marriage may be required by the clerk issuing the marriage license.

Surname Options

Every person has the right to adopt any name by which he or she wishes to be known simply by using that name consistently and without intent to defraud. A person's last name (surname) does not automatically change upon marriage, and neither party to the marriage is required to change his or her last name. Parties to a marriage need not take the same last name.

One or both parties to a marriage may elect to change the surname by which he or she wishes to be known after the marriage by entering the new name in the appropriate space provided on the marriage license. The new name must consist of one or the following options:

- The surname of the other spouse
- Any former surname of either spouse
- A name combining into a single surname all or a segment of the premarriage surname or any former surname of each spouse
- A combination name separated by a hyphen, provided that each part of such combination surname is the premarriage surname, or any former surname, of each of the spouses.

The use of the option will provide a record of your change of name. The marriage certificate, containing the new name, if any, is proof that the use of the new name, or the retention of the former name, is lawful. The local Social Security Administration office should be contacted so that its records and your social security identification card reflect the name change. There is no charge for this service.

Whether you decide to use or not use this option at the time of your marriage license application, you still have the right to adopt a different name through usage at some future date. However, your marriage license cannot be changed to record a surname you decide to use after your marriage.

If you plan to use your married name at work, be sure to have your name changed in Social Security records. This way, you will get credit for all your earnings. It's easy and it's free. Contact any Social Security office. You can find the address and phone number of your local Social Security Office at <http://www.ssa.gov>. You will need documentary evidence showing both your old name and your new name.