

OFFICE OF THE TOWN CLERK
Town Hall, 8635 Clinton Street
New Hartford, NY 13413
Tel.: (315) 733-7500
Fax: (315) 797-9986



TOWN OF
NEW HARTFORD
NEW YORK

Michele Moran
Town Clerk

Susan Keller
Deputy Town Clerk

**INSTRUCTIONS ON HOW TO APPLY
FOR A MARRIAGE LICENSE**

**WE ARE ONLY ACCEPTING APPLICATIONS
FROM PEOPLE WHO LIVE IN THE FOLLOWING COUNTIES:
ONEIDA, HERKIMER, LEWIS, AND MADISON**

1. Schedule an appointment with our office by contacting one or more of the following:

Susan Keller	(315) 733-7500 x 2325	Susank@townofnewhartfordny.gov
Michele Moran	(315) 733-7500 x 2322	Mmoran@townofnewhartfordny.gov

2. Send us (via email) copies of all the following documents/identification for BOTH parties:

- A. Valid photo ID (Driver's License, Passport, or Citizenship Record) **AND**
- B. Documentation of how last marriage(s) ended (Divorce, Annulment, or Death Certificate) **AND**
- C. Birth Certificate or Baptismal Record (if available)
- D. Proof of Active Military status (if applicable)

If any of these records are not in English they **MUST** be translated into English by a certified translator.

If you don't have access to email, we will work with you via mail or the physical drop box located in the front of Town Hall.

3. Complete the AFFIDAVIT, LICENSE, and CERTIFICATE OF MARRIAGE WORKSHEET (attached below) and send it to us via mail or email (by scanning a copy or sending a CLEAR picture of the completed worksheet).

4. Arrive promptly for your scheduled appointment.

BOTH parties must be present and BOTH must have on hand the following identification:

- A. Driver's License **OR**
- B. Passport **OR**
- C. Medicaid card **WITH PHOTO** (We cannot accept it if there is no photo)

**5. There is a \$40.00 fee for the marriage license. CASH ONLY
Please show up to your appointment with the payment of \$40.00 CASH ONLY
We cannot process your license without the fee.**

* **Once a marriage license has been issued, there is a 24 hour waiting period before it can be used. After that 24 hour period, regular marriage licenses are valid for 60 days.
If either party is active duty, this period extends to 180 day**