

TOWN OF CONSTANTIA  
PO BOX 222, 14 FREDERICK STREET  
CONSTANTIA, NY 13044  
(315) 623-9206

## MARRIAGE WORKSHEET INSTRUCTIONS

The Marriage Worksheets on the following pages are just a tool used in issuing the license. They help to make the process go a little faster for the applicants and the Town Clerk.

We ask that you call the Town Clerk's office at (315) 623-9206 for an appointment and that you are at the office by 3:00 pm at the latest. If you have any questions regarding the worksheet, please do not hesitate to call the Town Clerk's office at (315) 623-9206, and we will be happy to help you.

The New York State Department of Health requires **ONE** of the following forms of identification for each applicant when applying for a marriage license:

1. Driver's License
2. Non-driver Identification Card
3. Valid Passport
4. Original Naturalization Papers
5. Military Identification
6. Employer's Photo Identification

Each applicant must also have **ONE** of the following:

1. Original Birth Certificate with raised seal
2. Original Baptismal Record

Only the name that appears on the identification documentation is acceptable. We cannot "Americanize" a name. All foreign language birth and baptismal records must be accompanied by a certified translation.

Please complete all information on the worksheet by filling in all blank spaces. Use full names – first, middle, and last – no initials.

Both parties **MUST** be present at the time the license is issued to sign the marriage license.

You will need to bring all the divorce paperwork with you. If you have been divorced three times, you will need to bring all three sets of certified divorce papers.

If a previous marriage ended due to the death of your spouse, you must bring their death certificate with you.

**Please note:** Once a marriage license has been sent to Albany, the surnames (last names) cannot be changed. The surname chosen during the application process will be on the record forever. Applicants may change their surname at any time simply by usage. If the last names of both individuals will be used as the new surname, the names must be separated by a hyphen.

The fee for the marriage license is \$40.00. Checks should be made out to "Constantia Town Clerk". There is a fee if paying by credit/debit card.

Once the marriage license application is issued, you must wait 24 hours before you can be married. The license application is good for sixty (60) days.

New York State no longer requires a medical exam or blood test.

Again, if you have any questions, do not hesitate to call the Town Clerk's office at (315) 623-9206. **Please remember to call ahead for an appointment.**