

HOW TO APPLY FOR A CIVIL UNION LICENSE

Requirements for entering into a Civil Union:

For two persons to establish a Civil Union in this State, it shall be necessary that they satisfy all of the following criteria:

- a. Not be a party to another civil union, domestic partnership or marriage in this State or recognized by this State;
- b. Be of the same sex; and
- c. Be at least 18 years of age, except that applicants under the age of 18 may enter into a Civil Union with parental consent. Applicants under the age of 16 must obtain parental consent and have the consent approved in writing by any judge of the Superior Court, Chancery Division, Family part.

Where to Apply:

The Civil Union license application is to be made in the New Jersey municipality in which either party resides and the license is valid throughout the State of New Jersey.

1. If neither applicant is a New Jersey resident, submit the application in the municipality where the ceremony will be performed, the license is **only** valid in the issuing municipality.

What you should bring with you when you apply for a civil union license:

1. Both Applicants and a witness must be present.
2. Birth Certificates are not required, however, to ensure that correct information is given we suggest the document be provided.
3. Valid photo I.D. must be presented. Driver's license or Passport.
4. Proof of your residency.* (Utility bill, Bank Statement, etc. Three separate current documents (within the past 90 days) must be submitted).
5. Your social security card or social security number.* *
6. A witness (18 years or older) who knows both applicants. (Witness must provide proof of identity (valid photo ID), and residency)
7. If you are divorced or have had a marriage annulled, please bring the certified divorce decree or the civil annulment documents.
8. If your former spouse is deceased, please bring the certified death cert.
9. Parent's names, including Maiden name of each Mother, and birthplace of Parents (either State or Country) must be provided.
10. Date of Ceremony, name, address and telephone number of person performing the ceremony is required.
11. The application fee is \$28.00. (NO PERSONAL CHECKS ACCEPTED, **CASH, BANK CHECKS OR MONEY ORDERS ONLY**).
12. THE CIVIL UNION LICENSE IS VALID ONLY IN THE STATE OF NEW JERSEY.
13. Any documents in a foreign language must be accompanied by a certified (notarized) English translation.

*If you submit a valid State Issued Photo Drivers License, it will establish your residency.

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

APPLICANTS AND WITNESS SHOULD BE AWARE THAT THEY ARE MAKING APPLICATION UNDER OATH, AND THAT A FALSE OATH CONSTITUTES PERJURY, WHICH IS PUNISHABLE BY A MAXIMUM FINE OF \$7,500.00

After you apply:

There is a 72-hour waiting period before the license is issued. The waiting period begins when the application is filed with the Local Registrar.

The civil union license application is valid for six months from the date accepted, unless the Registrar has given prior approval to extend the validity of the application to a maximum of one year.

Only one civil union license may be granted from a civil union application. If the license expires before being used, a new application must be made and another \$28 fee remitted.

The only exception to this requirement is in the case where a civil and religious ceremony are to be performed on the same day. In this case, the Local Registrar will photocopy the civil union application, marking one "A" and one "B", and issue the corresponding civil union licenses, marking them "A" and "B" as well. One copy will be used for the religious ceremony and the other for the civil ceremony.

APPLICATIONS MAY BE MADE IN THE CITY CLERK'S OFFICE, (2ND FLOOR) IN LINDEN CITY HALL, BETWEEN THE HOURS OF 10 A.M. AND 4:00 P.M., ON THURSDAYS BY APPOINTMENT ONLY. PLEASE CONTACT OUR OFFICE AT (908)474-8452 TO SCHEDULE AN APPOINTMENT.

Mayor Derek Armstead does perform ceremonies, FOR LINDEN RESIDENTS ONLY. Please contact his office directly at (908)474-8493, to make arrangements.