

**READ BEFORE STARTING APPLICATION:** Getting married in New York State is a three-step process: 1) obtain a marriage license from a municipal clerk; 2) have a ceremony (it may be religious or secular), after which the officiant and witnesses sign the license; 3) return the signed license to the municipal clerk. New York State law requires that you wait at least 24 hours after receiving the license before having a ceremony, and have your ceremony within 59 days thereafter. You must be at least 18 years of age to apply for this license. Both parties to this marriage must appear in person at the Office of the City Clerk. Licenses obtained in the City of Troy may be used anywhere in New York State.

**Fee:** There is a non-refundable \$40.00 fee per couple which includes the license and one certificate of marriage. The fee may only be waived for active-duty military personnel who present proof of current service. The fee is payable by cash, check, or money order. We cannot accept credit or debit cards at this time.

**APPOINTMENT:** Marriage licenses are issued by appointment Monday-Friday, 8:30 AM – 4:00 PM. Due to the large number of requests we receive, you should call for an appointment a minimum of two weeks before your scheduled ceremony: (518) 279-7134.

Submit one item from each group below with your application. **All documents must be original or certified copies. No exceptions.** Photocopied, faxed, or digital images are not acceptable.

Documents in other languages must be translated into English and notarized as certified translations.

- **Group 1: Photo ID** – driver's license, passport, employer or government-issued ID with name & date of birth
- **Group 2: Birth Record** – original or certified copy of birth certificate with raised seal, original baptismal record with date of birth, or original naturalization record with date of birth.
- **Group 3: Previous Marriage(s), if applicable** – a judgment of divorce, court-ordered annulment, or death certificate is required for each previous marriage.

#### **Changing Your Name Through Marriage:**

A person's name does not automatically change upon marriage, and neither party to the marriage is required to change their surname (last name/family name). Parties to a marriage do not need to have the same surname after marriage. Either party to a marriage may elect to change their middle name and/or surname after marriage by entering the new name(s) on their application form.

The entry for New Middle Name shall consist of one of the following:

- the current surname of the spouse electing to change their name; or
- any former surname of the spouse electing to change their name; or
- the surname of the other spouse.

The entry for New Surname shall consist of one of the following:

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

Rensselaer County  
District #4102

Office of the City Clerk  
Troy, New York  
**MARRIAGE LICENSE APPLICATION**

Registration #\_\_\_\_\_

**READ ALL INSTRUCTIONS ON PAGE 1 BEFORE FILLING OUT THE FORM BELOW.**  
**Write in print, as clearly as possible.**

Full Legal Name:	Birth Surname, if different:	
New Middle Name (optional):	New Surname (optional):	
<input type="checkbox"/> I do not want to change my middle name	<input type="checkbox"/> I do not want to change my surname	
Social Security Number:		
Current Home Address:		
County:	Phone #:	
Address where you would like your certificate mailed, if different:		
Birth Date:	Birth Place:	Gender (optional): <input type="checkbox"/> Female <input type="checkbox"/> Male
Usual Occupation:		
Father/Parent's Name: on current birth certificate	<u>Country of Birth:</u>	
Mother/Parent's Name: on current birth certificate	<u>Country of Birth:</u>	
<input type="checkbox"/> I have never been married.		
Number of Previous Marriages ending in Divorce:		Legal Annulment: or Death:
Is/are your former spouse(s) alive? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date 1 <sup>st</sup> Marriage Ended:	Date 3 <sup>rd</sup> Marriage Ended:	
Date 2 <sup>nd</sup> Marriage Ended:	Date 4 <sup>th</sup> Marriage Ended:	
If you fill out the application prior to visiting our office, do not sign. You must sign in person at our office. By signing this application, I hereby swear and affirm, under penalty of perjury, that there are no legal impediments to the marriage and that the information contained herein is true and correct to the best of my knowledge.		
Signature:		Date:

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Full Legal Name:	Birth Surname, if different:	
New Middle Name (optional):	New Surname (optional):	
<input type="checkbox"/> I do not want to change my middle name	<input type="checkbox"/> I do not want to change my surname	
Social Security Number:		
Current Home Address:		
County:	Phone #:	
Address where you would like your certificate mailed, if different:		
Birth Date:	Birth Place:	Gender (optional): <input type="checkbox"/> Female <input type="checkbox"/> Male
Usual Occupation:		
Father/Parent's Name: on current birth certificate	<u>Country of Birth:</u>	
Mother/Parent's Name: on current birth certificate	<u>Country of Birth:</u>	
<input type="checkbox"/> I have never been married.		
Number of Previous Marriages ending in Divorce:		Legal Annulment: or Death:
Is/are your former spouse(s) alive? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date 1 <sup>st</sup> Marriage Ended:	Date 3 <sup>rd</sup> Marriage Ended:	
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Signature:		Date: