



## **Marriage Licenses During COVID-19 Shutdown**

Governor Cuomo's Executive Order 202.20 allows the City Clerk to issue licenses via video-conferencing during the statewide shutdown. The following procedures are effective while City Hall is closed to the public and will be terminated when City Hall reopens. For reference, see Executive Order 202.20:

[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/EO\\_202.20.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/EO_202.20.pdf)

**Read this entire packet before proceeding to ensure that you understand and are able to comply with all requirements. Send questions to [cityclerk@troyny.gov](mailto:cityclerk@troyny.gov).**

### **Requirements:**

- Applicants must meet all requirements stipulated in standard application materials and provide all documentation required therein.
- Applications and appropriate documentation must be sent via electronic means to the City Clerk at [cityclerk@troyny.gov](mailto:cityclerk@troyny.gov). Please keep in mind that communications via email over the internet are not secure. Although it is unlikely, there is a possibility that information you include in an email can be intercepted and read by other parties besides the person to whom it is addressed. Applicants understand that the City of Troy cannot be responsible for the security of documents sent via electronic means.
- You must have access to a printer and a scanner.
- You must have a strong internet connection and ability to use Zoom video-conferencing platform.
- Payment must be made in advance by credit or debit card. If you prefer, you can mail a check, but video-conference will not be scheduled until check is received.
- Applicants acknowledge that video-conference will be recorded and a copy of said recording shall be kept on file as part of the official documentation.
- Applicants must be physically together at the time of video-conference.
- Applicants must attest to the fact that they are physically situated in the jurisdiction where the marriage is legally allowed to occur, the State of New York.
- Applicants must show identification on camera.

## **Directions:**

1) Complete the attached application forms, print and sign them, then scan and return completed forms with all supporting documents to [cityclerk@troyny.gov](mailto:cityclerk@troyny.gov).

2) After applications and documents have been reviewed and approved by City Clerk, she will call you for credit card information and to schedule video-conference. Payment will be processed and Clerk will email receipt and unsigned marriage license to you.

3) **Review license carefully.** After the license is filed with New York State, it can take up to 18 months (in the best of times) to get it corrected, so make sure it is accurate now. The City Clerk cannot alter the license on your behalf after a ceremony has been performed, no matter how large or small an error may be. It is your responsibility at all times through this process to make sure that your information is correct. Respond via email with any corrections or to indicate that license is correct.

4) Once you have approved license via email, a video-conference link will be sent.

5) All videoconferences will be recorded. Both parties will be asked to show identification to the camera, and each will be asked to swear or affirm the following:

- They are physically situated in the jurisdiction where the marriage is legally allowed to occur, the State of New York;
- The documents they sent were images of certified documents and they had not been fraudulently modified or altered;
- There are no legal impediments to the marriage and that the information contained in their application is true and correct to the best of their knowledge;
- The marriage license sent to them is true and correct to the best of their knowledge.

6) You will then sign the license on camera. Scan and send a copy of the signed license to the City Clerk.

7) As required by NYS law, wait 24 hours after the license is issued to hold a ceremony. After the ceremony, the officiant must complete and sign the bottom portion of the license and at least one witness must also sign the license; this can be done via electronic means (note all signatures should be on one page). After signatures have been obtained from the officiant and witness(es), return the completed license to the City Clerk. Once the signed document is returned to the City Clerk, she will sign and seal it. The original will be filed with the State of New York, and a marriage certificate will be mailed to the couple.

**MARRIAGE LICENSE APPLICATION**

**READ BEFORE STARTING APPLICATION:** 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. New York State law requires that you wait at least 24 hours after receiving the license before having a ceremony. You must 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.

**All documents must be original or certified copies. No exceptions.** Photocopied, faxed, or digital images are not acceptable. New York State law requires that you must have one item from each group below:

**\*\*Group 1: ID** – driver’s license, valid passport, or employment photo ID (no benefit cards).

**\*\*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. If your birth certificate is in another language, it must be translated into English and notarized as a certified copy.

**\*\*Group 3: Previous Marriage(s), if applicable** – certified copies of judgement of divorce, court-ordered annulment, or a death certificate are required for each previous marriage. If in another language, each copy must be translated into English and notarized as a certified copy.

**Write in print, as clearly as possible.**

Full Legal Name:		Social Security #:	
New Last Name:		Birth Name: (if different than current name)	
<input type="checkbox"/> I do not want to change my last name			
Current Home Address:			
County:		Phone #:	
Address where you would like your certificate mailed, if different:			
Birth Date:	Birth Place:		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Your Occupation:		Type of Industry or Business:	
Father’s First and Last Name:		<u>Country</u> of Birth:	
Mother’s First and Maiden Name:		<u>Country</u> of Birth:	
<input type="checkbox"/> I have never been married.			
Number of previous marriages ending in Divorce: Is/are your former spouse(s) alive?		Legal Annulment:	or Death:
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:	
By signing this application, I hereby swear and affirm 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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**Write in print, as clearly as possible.**

Full Legal Name:		Social Security #:	
New Last Name:		Birth Name: (if different than current name)	
<input type="checkbox"/> I do not want to change my last name			
Current Home Address:			
County:		Phone #:	
Address where you would like your certificate mailed, if different:			
Birth Date:	Birth Place:		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Your Occupation:		Type of Industry or Business:	
Father’s First and Last Name:		<u>Country</u> of Birth:	
Mother’s First and Maiden Name:		<u>Country</u> of Birth:	
<input type="checkbox"/> I have never been married.			
Number of previous marriages ending in Divorce: Is/are your former spouse(s) alive?		Legal Annulment:	or Death:
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:	
By signing this application, I hereby swear and affirm 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:	