

Town of Clay

Jill Hageman-Clark
Town Clerk



"One of America's 100 Best Places to Live"

Marriage Worksheet

Date of Marriage _____ Ceremony to be performed by _____ Phone # _____

Place where marriage will be performed _____

Bride/Groom/Spouse (circle one *Optional*)

Full Name (Last, First, Middle) _____ Social Security # _____ - _____ - _____

Sex (*optional*) circle one M F

Birth Name (if different) _____ Last Name after marriage(if different) _____

Address : State _____ County _____ city town village (check one) Specify _____

Mailing Address _____ Phone # _____

Age ____ DOB ____ / ____ / ____ Place of Birth _____

Occupation _____ Industry _____

Father or Parent (First, M, Last) _____ Country of Birth _____

Mother or Parent (First, M, *Maiden*) _____ Country of Birth _____

Number of this Marriage _____ If this is not your first marriage please supply **any and all original or certified copies of divorce papers with filing date stamp from the county it was filed in, or a death certificate.**

Bride/Groom/Spouse (circle one *Optional*)

Full Name (Last, First, Middle) _____ Social Security # _____ - _____ - _____

Birth Name (if different) _____ Last Name after marriage(if different) _____

Sex (*optional*) circle one M F

Mailing Address _____ Phone # _____

Address : State _____ County _____ city town village (check one)Specify _____

Age ____ DOB ____ / ____ / ____ Place of Birth _____

Occupation _____ Industry _____

Father or Parent (First, M, Last) _____ Country of Birth _____

Mother or Parent (First, M, *Maiden*) _____ Country of Birth _____

Number of this Marriage _____ If this is not your first marriage please supply **any and all original or certified copies of divorce papers with filing date stamp from the county it was filed in, or a death certificate.**

4401 State Route 31, Clay, New York 13041-8707

Phone: (315) 652-3800 ❖ Website: www.townofclay.org ❖ E-Mail: townclerk@townofclay.org ❖ Fax: (315) 622-7259

Marriage Worksheet Instructions

The marriage worksheet is just a tool used when issuing the marriage license, it helps to make the process go a little faster for both the bride and groom and the clerk.

The office hours are 8:30 to 4:00 Monday thru Friday, for marriage license applications. Both parties must be present at the same time, you cannot use it for 24 hours and it is only valid for 60 days.

If this is not a first marriage we require any and all divorce papers with filing date, and or death certificates.

NY State Dept. of Health requires ONE of the following forms of identification when applying for a marriage license.

1. Current Drivers License
2. Non-Drivers I.D.
3. Valid Passport
4. Original Naturalization Papers
5. Military I.D.
6. Employers Photo I.D.

The applicants must also provide ONE of the following:

1. Original Birth Certificate (with a raised seal)
2. Original Baptismal Record (with parents names)

Only the name that appears on the document is acceptable. We cannot Americanize a name. All records issued outside the United States must be accompanied by a certified translation.

The fee for a marriage license is \$40.00 cash or check (made out to: Jill Hageman-Clark Town Clerk).