

Applying for a Marriage or Civil Union License

- 1) You may apply in either:
 - a) The town in Connecticut where the ceremony will be held; or
 - b) The Connecticut town of residence for either party.
- 2) Both parties must appear in person to complete an application, take an oath and sign the license. Both parties DO NOT have to come in at the same time, but both have to appear at some point in time before the license can be released.
- 3) Please bring with you:
 - a. Photo ID such as a driver's license or passport. *If you are applying in your town of residence*, please confirm that your driver's license shows this address. You are required to prove your residency in this case; and
 - b. \$30 license fee (cash or check only).
- 4) Once both parties have appeared in person, the application is completed, the oaths are given and the license is signed by everyone...you will leave with the actual license in hand. The license will be good for 65 days (calculation based on the day the first person applies, if done separately).
- 5) Please turn over the license to the person performing the ceremony. It will be that person's responsibility to complete the "Officiator" section of the license after they perform the ceremony. By law, it is also that person's responsibility to return the license to the town clerk's office in the town where the ceremony occurred.
- 6) Once the license is returned to the town of occurrence, it will be kept on file there permanently. A copy will also be sent to the town of residence for both parties if different from the town of occurrence.
- 7) At the time of application, you may pay \$10 per copy to obtain a certified copy of your license. A certified copy can be required for various reasons...bride change of name w/DMV, notify Social Security of marriage/name change, employment, insurance, etc.
- 8) We request that you make an appointment with our office to obtain your license. Please call 860-652-7616 to schedule this appointment.
- 9) Some information you will need to know to complete your application:
 - a. Your place of birth (state or country only);
 - b. Your parents' places of birth (state or country only);
 - c. Your mother's maiden name (first and last name); and
 - d. The name, address and phone number of the person performing the ceremony.