



Town of Manlius

Carrie Greveling, Town Clerk

Marriage License Instructions

*It is **REQUIRED** to make an appointment for a Marriage License. Please call 315-637-3521 to make an appointment.*

The marriage license instructions are just a tool to make the process go a little faster for the couple and the clerk. To help the process, we have a Marriage License Worksheet, which is attached here and can be found under Department Forms on the town website (townofmanlius.gov). Please fill it out and bring it to your appointment.

The marriage license hours are 9:00am to 3:30pm Monday through Friday. Both parties must be present at Town Hall at the same time. The Marriage License cannot be used for 24 hours after it is issued, and it is only valid for 60 days in New York State.

If this is **not** a first marriage, we require any and all divorce papers (with the filing date stamped on them), and/or a death certificate, which ever applies.

New York State Department of Health requires **Proof of Age and Identity**: A person is required to establish proof of age and identity by submitting to the Town Clerk one of the following *age-related* documents:

- Birth Certificate
- Baptismal Record
- Naturalization Record

And one of the following identity related documents:

- Driver's License
- Passport
- Employment Picture ID

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.

Sara Bollinger, Supervisor

Town Board – Brett Edkins, Ingrid Gonzalez-McCurdy, Alissa Italiano, Katelyn M. Kriesel, Michael Nesci, William Nicholson

Town of Manlius
Town Clerk's Office

*Marriage Worksheet
For office use only*

***IMPORTANT: It is REQUIRED to make an appointment by calling 315-637-3521 for a Marriage License.**

Carrie Grevelding – Town Clerk

Complete this worksheet PRIOR to appointment.

Groom/Bride/Spouse

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

Sex (optional) circle one: M F Middle Name After Marriage (if no change write no change) _____

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 (First, Last) _____ Country of Birth _____

Mother (First, 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.**

Groom/Bride/Spouse

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

Sex (optional) circle one M F Middle Name After Marriage (if no change write no change) _____

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 (First, Last) _____ Country of Birth _____

Mother (First, 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.**

Information if known at this time.

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

Place where marriage will be performed _____

Sara Bollinger, Supervisor

Town Board – Brett Edkins, Ingrid Gonzalez-McCurdy, Alissa Italiano, Katelyn M. Kiesel, Michael Nesci, William Nicholson