

PROCEDURE FOR APPLYING FOR A MARRIAGE LICENSE

YOU MUST APPLY FOR A MARRIAGE LICENSE IN THE TOWN WHERE THE MARRIAGE WILL BE LEGALLY PERFORMED

1. Couple fills out the worksheet.
2. Couple mails or drops off the worksheet to Town Clerk with photo copies of both drivers licenses (or passports)
3. Upon receipt of worksheet from couple, Town Clerk will prepare the Marriage license
4. When license is ready, Town Clerk will notify couple and make an appointment to take oath and sign license.
5. Fee: \$50.00 **cash or check.**
6. Please arrive on time, not early or late.
7. No other persons are to accompany couple to the Town Hall.
8. Oath and signing will take place at Town Hall.
9. After Marriage is performed, the **officiator must MAIL or DROP OFF** the completed license to Town Clerk. Please include all information on the application about officiator; INCLUDING FULL name & phone number.
10. Completed form can be dropped off at Town Hall or mailed in.
11. Mail to: Town of Ellington, Town Clerk, PO Box 187, Ellington, 06029
12. Call 860-870-3105 with any questions!