

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.** The couple fills out the online worksheet and submits to the Town Clerk's Office
OR the couple prints and completes the physical worksheet and drops it off at
the Town Clerk's Office.
- 2.** Upon receipt of the Marriage License Online Worksheet the Town Clerk will
prepare the Marriage License.
- 3.** When the License is ready the Town Clerk will notify the couple and make an
appointment to sign the License.
- 4.** The couple will come to the Town Clerk's Office (please arrive on time and with
no other persons) to sign the License.
 - a. \$50 is due at this time – payment should be cash or check (made out to
Town of Ellington).
 - b. At this point the marriage application is complete.
- 5.** The couple must wait at least 48 hours after the time the application is
complete before coming back to the Town Clerk's Office for the Town Clerk to
issue the Marriage License.
 - a. This is when you will receive your Marriage License to take to your
ceremony.
- 6.** After the marriage is performed the officiator must mail or drop off the
completed license to the Town Clerk.
 - a. If mailing, please mail to:

Town Clerk
PO Box 187
Ellington, CT 06029
- 7.** At this time, the Marriage License becomes the Marriage Certificate and will be
filed in the Ellington Town Clerk's Office and sent to the towns the couple
currently lives in. Certified copies of the Marriage Certificate can now be
obtained from any of these locations.