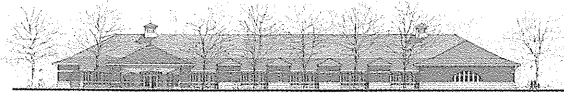


Jill Hageman-Clark  
Town Clerk

# Town of Clay



"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 \_\_\_\_\_

Full Name Groom (Last, First, Middle) \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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 \_\_\_\_\_

Fathers Name (First, Mi, Last) \_\_\_\_\_ Country of Birth \_\_\_\_\_

Mothers Name (First, Mi, *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.**

Full Name Bride (Last, First, Middle) \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birth Name ( if different) \_\_\_\_\_ Last Name after marriage( if different ) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_

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

Age \_\_\_ DOB \_\_\_ / \_\_\_ / \_\_\_ Place of Birth \_\_\_\_\_

Occupation \_\_\_\_\_ Industry \_\_\_\_\_

Fathers Name (First, Mi, Last) \_\_\_\_\_ Country of Birth \_\_\_\_\_

Mothers Name (First, Mi, *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](http://www.townofclay.org) ❖ E-Mail: [townclerk@townofclay.org](mailto: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 the bride and groom 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

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).