



Town of Schroepel
69 County Route 57A
Phoenix, New York 13135
315-695-6231

**Marriage License is \$40 payable to
Schroepel Town Clerk
CASH or CHECK only**

Marriage Worksheet Instructions

The Marriage Worksheet on the following page is just a tool used in issuing the license, it helps to make the process go a little faster for both the Bride and Groom and the Town Clerk.

We ask that you **call the Town Clerk's office at 315-695-6231 for an appointment** no later than 1:00 p.m. at the latest. If you have any questions regarding the worksheet, please do not hesitate to call the Town Clerk's office at 315-695-6231; we would be glad to help you.

The New York State Department of Health requires **ONE** of the following forms of identification from each applicant when applying for a marriage license:

1. Drivers License
2. Non-Drivers License
3. Valid Passport
4. Original Naturalization Papers
5. Military I.D.
6. Employers Photo I.D.

****The applicants must also have ONE of the following: ****

1. Original Birth Certificate - ***or*** -
2. Original Baptismal Record

Only the name that appears on the documentation is acceptable. We cannot Americanize a name. All foreign birth and baptismal records must be accompanied by a certified translation.

Once a marriage license has been sent to Albany, the surnames (last names) cannot be changed; **the surname chosen will forever be on the record**. Applicants may not use their current surname as a middle name. If both last names for applicants are to be used, they must be separated with a hyphen.

Please complete all information on the worksheet, fill in all blanks, and **please use full names (First, Middle and Last) - no initials for the applicants and parents of the applicants.**

Both applicants must be present at the time the license is issued to sign the marriage license.

You will need to bring any and all divorce paperwork with you (if you were divorced 3 times you will need to bring all three sets of divorce papers).

If you were previously married and your spouse is deceased you will need to bring the death certificate with you.

The fee for the marriage license is **\$40.00 cash or check**. If you are paying by check, please make the check payable to "Schroepel Town Clerk."

Once your marriage license is issued, you must wait at least 24 hours before you can be married, and the license is good for sixty (60) days.

New York State no longer requires a medical exam or blood test.

Again, if you have any questions, **please** don't hesitate to call the **Town Clerk's office at 315-695-6231** and **please call ahead for an appointment to issue your license.**



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MARRIAGE WORKSHEET

Date of Marriage: _____ Ceremony to be performed by: _____ Phone Number: _____
(We ask for this information is in case the person performing the marriage does not send your paperwork back in a timely manner.)

Where would you like the Marriage Certificate sent: _____

Circle one: Bride Groom Spouse 1:

Spouse 1 Phone Number: _____ Social Security Number: _____

Full Name (Please use first, middle, last): _____

Birth Name (if different): _____ Surname (Last Name) after marriage: _____

Address: _____

State: _____ Zip Code: _____ County: _____

(Check One and Specify): _____ City _____ Town _____ Village: _____ Is residence within limits of a city or incorporated village: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

Employment: Occupation: _____ Type of Industry or Business: _____

Father's full name (First, Middle, Last): _____ Country of Birth: _____

Mother's full name (First, Middle, Maiden): _____ Country of Birth: _____

Number of **this** marriage (Yours): _____ Number Previous Marriages: _____ Divorce _____ Annulment _____ Death _____

Number Previous Marriages: _____ Divorce _____ Annulment _____ Death _____ If previous marriage(s) ended in Divorce or Annulment, please provide the following information, starting with the most current:

<u>Date of Decree</u> (Month, Day, Year)	<u>Place Issued</u> (City, State/Country – if not USA)	<u>Against:</u>
_____	_____	_____ Self _____ Spouse
_____	_____	_____ Self _____ Spouse
_____	_____	_____ Self _____ Spouse
_____	_____	_____ Self _____ Spouse

Circle one: Bride Groom Spouse 2:

Spouse 2 Phone Number: _____ Social Security Number: _____

Full Name (Please use first, middle, last): _____

Birth Name (if different): _____ Surname (Last Name) after marriage: _____

Address: _____

State: _____ Zip Code: _____ County: _____

(Check One and Specify): _____ City _____ Town _____ Village: _____ Is residence within limits of a city or incorporated village: _____

Age: _____ Date of Birth: _____ Place of Birth: _____

Employment: Occupation: _____ Type of Industry or Business: _____

Father's full name (First, Middle, Last): _____ Country of Birth: _____

Mother's full name (First, Middle, Maiden): _____ Country of Birth: _____

Number of **this** marriage (Yours): _____ Number Previous Marriages: _____ Divorce _____ Annulment _____ Death _____

Number Previous Marriages: _____ Divorce _____ Annulment _____ Death _____ Are any former spouse (s) alive? _____

If previous marriage(s) ended in Divorce or Annulment please provide the following information, starting with the most current:

<u>Date of Decree</u> (Month, Day, Year)	<u>Place Issued</u> (City, State/Country – if not USA)	<u>Against:</u>
_____	_____	_____ Self _____ Spouse
_____	_____	_____ Self _____ Spouse
_____	_____	_____ Self _____ Spouse
_____	_____	_____ Self _____ Spouse