

TOWN OF SOUTHAMPTON

Main Office

116 HAMPTON ROAD
SOUTHAMPTON, NY 11968

Phone: (631) 287-5740

Fax: (631) 283-5606



Town Clerk Annex

Phone: (631) 723-2712

Fax: (631) 723-3080

Website:

www.southamptontownny.gov

OFFICE OF TOWN CLERK SUNDY A. SCHERMAYER

DOCUMENTATION REQUIRED FOR A MARRIAGE LICENSE

- All documents must be **Certified or Original** documents.
- We do not accept photocopies of ANY documents.
- NOTARIZED documents are not certifications and therefore are not acceptable.

MARRIAGE LICENSES ARE PROCESSED **MONDAY-FRIDAY, 8:30AM-3:30PM**. NO APPOINTMENT IS NECESSARY. PLEASE BRING THE FOLLOWING DOCUMENTS WITH YOU WHEN YOU COME TO APPLY FOR YOUR MARRIAGE LICENSE:

A. CURRENT FORM OF PICTURE ID (ONE):

(EXPIRED IDENTIFICATION IS NOT ACCEPTABLE!)

1. VALID U.S. DRIVER'S LICENSE.
2. VALID U.S. NON-DRIVER IDENTIFICATION CARD.
3. VALID PASSPORT.

B. PROOF OF AGE (ONE): (both applicants must be 18yrs. or older)

1. ORIGINAL OR CERTIFIED BIRTH CERTIFICATE.
(HOSPITAL BIRTH CERTIFICATES ARE NOT ACCEPTABLE)
SHORT FORMS ARE NOT ACCEPTED; MUST CONTAIN PARENTS NAMES
2. ORIGINAL OR CERTIFIED BAPTISMAL RECORDS
(MUST CONTAIN DATE OF BIRTH)
3. NATURALIZATION RECORD (ORIGINAL-PHOTOCOPIES ARE NOT ACCEPTED)

C. PROOF OF ACTIVE MILITARY STATUS:

1. MILITARY I.D. CARD

D. PROOF OF ANNULMENT, DIVORCE, or DEATH:

1. ANNULMENT DOCUMENTATION
2. CERTIFIED OR ORIGINAL DIVORCE PAPERS FOR EACH DIVORCE.
(PHOTOCOPIES ARE NOT ACCEPTABLE)
3. CERTIFIED OR ORIGINAL DEATH CERTIFICATE FOR EACH DEATH.

E. \$40.00 CASH, CARD OR CHECK MADE PAYABLE TO TOWN OF SOUTHAMPTON.

*****FOREIGN LANGUAGE DOCUMENTS*****

Foreign language documents must have certified English translations, as per New York State Law. Please contact the Town Clerk's Office for translator references.

***After you obtain your license, there is a 24hr waiting period before you may get married. Your marriage license is valid for 60 days.**

PLEASE NOTE: Please refer to the NYS Domestic Relations Law and the NYS Department of Health website for information on qualified marriage officiants.

Attention:

Applicants

Social Security Numbers

Social Security Numbers of the applicants are mandatory. They are required by New York State Domestic Relations Law Section 15 and 42 U.S.C. 666(a). They may be used for child support enforcement purposes.

Notice:

If either or both parties wish to change the middle and/or surname by which he or she is known after marriage, please review the information below. Complete item 1C and/or 11C on the front side of this record to change middle name. Complete item 1D and/or 11D on the front side of this record to change surname.

- (1) Every person has the right to adopt any name by which he or she wishes to be known simply by using that name consistently and without intent to defraud.
- (2) A person's last name (surname) does not automatically change upon marriage, and neither party to the marriage must change his or her last name. Parties to a marriage need not have the same last name.
- (3) One or both parties to a marriage may elect to change the surname by which he or she wishes to be known after the solemnization of the marriage by entering the new name in the appropriate space provided in the Affidavit Section of this application. Such entry shall consist of one of the following surnames:
 - (i) the surname of the other spouse; or
 - (ii) any former surname of either spouse; or
 - (iii) a name combining into a single surname all or a segment of the premarriage surname or any former surname of each spouse; or
 - (iv) a combination name separated by a hyphen or space, provided that each part of such combination surname is the premarriage surname, or any former surname, of each of the spouses.
- (4) One or both parties to a marriage may elect to change the middle name by which he or she wishes to be known after the solemnization of the marriage by entering the new name in the appropriate space provided in the Affidavit Section of this application. Such entry shall consist of one of the following options:
 - (i) the current surname of the spouse electing to change his or her name; or
 - (ii) any former surname of the spouse electing to change his or her name; or
 - (iii) the surname of the other spouse.
- (5) The use of this option will have the effect of providing a record of the change of name. The marriage certificate, containing the new name, if any, constitutes proof that the use of the new name, or the retention of the former name, is lawful.
- (6) Neither the use of, nor the failure to use, this option of selecting a new surname or middle name by means of this application abrogates the right of each person to adopt a different name through usage at some future date.

Clerk

- All entries must be typed or printed.
- Applicants must provide all information in the affidavit section.

Issue original to couple after making a photocopy.

Retain photocopy until original copy is returned by the officiant.

Town of Southampton APPLICATION FOR MARRIAGE LICENSE

License # _____
Office Use Only

Date of Ceremony _____ (If known)

1. A. Current First Name _____
Current Middle Name _____
Current Surname _____
- B. Birth Name (if different) _____
- C. Middle Name After Marriage (if changing) _____
- D. Surname After Marriage (if changing) _____
- E. Social Security Number _____
2. Residence: Is residence within limits of City or Incorporated Village? _____ Yes _____ No
- A. Street Address _____
- B. Hamlet/Town/City _____ State (Country, if not USA) _____
- C. Zip Code _____ County _____
3. A. Age _____ B. Date of Birth _____ C. Sex (Optional) _____
4. A. Usual Occupation _____ Type of Business _____
- B. Are you Active Military? _____ Yes _____ No
5. Place of Birth (Country, if born outside USA) _____
6. A. Father's Full Name _____
- B. Father's Country of Birth _____
7. A. Mother's Full Maiden Name _____
- B. Mother's Country of Birth _____
8. Have You Ever Been Married _____ Yes _____ No Number of Prior Marriages _____
9. A. Previous Marriages Ended By: (Enter Number)
- Divorce _____ Annulment _____ Death _____
- B. Are Former Spouse(s) Alive? _____ Yes _____ No
10. Divorce Information:
- Date _____ Place _____ Against Whom _____
- (Self or Spouse)
- _____
- _____

Marriage License Fee \$40 payable (cash, card or check to: Town of Southampton)

Please review this application carefully as corrections cannot be made by our office once filed with the State. I have reviewed the above information and certify that it is true and correct.

Address to Mail Marriage Certificate:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Office Use Only
____ Driver's License
____ Passport
____ Birth Certificate
____ Baptismal Certificate
____ Naturalization Papers
____ Divorce Papers
____ Death Certificate
____ Other

Signature _____ **Date** _____

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Town of Southampton APPLICATION FOR MARRIAGE LICENSE

License # _____
Office Use Only

Date of Ceremony _____ (If known)

1. A. Current First Name _____
Current Middle Name _____
Current Surname _____
- B. Birth Name (if different) _____
- C. Middle Name After Marriage (if changing) _____
- D. Surname After Marriage (if changing) _____
- E. Social Security Number _____
2. Residence: Is residence within limits of City or Incorporated Village? _____ Yes _____ No
 - A. Street Address _____
 - B. Hamlet/Town/City _____ State (Country, if not USA) _____
 - C. Zip Code _____ County _____
3. A. Age _____ B. Date of Birth _____ C. Sex (Optional) _____
4. A. Usual Occupation _____ Type of Business _____
B. Are you Active Military? _____ Yes _____ No
5. Place of Birth (Country, if born outside USA) _____
6. A. Father's Full Name _____
B. Father's Country of Birth _____
7. A. Mother's Full Maiden Name _____
B. Mother's Country of Birth _____
8. Have You Ever Been Married _____ Yes _____ No Number of Prior Marriages _____
9. A. Previous Marriages Ended By: (Enter Number)
Divorce _____ Annulment _____ Death _____
B. Are Former Spouse(s) Alive? _____ Yes _____ No
10. Divorce Information:
Date _____ Place _____ Against Whom _____

(Self or Spouse)

Marriage License Fee \$40 payable (cash, card or check payable to: Town of Southampton)

Please review this application carefully as corrections cannot be made by our office once filed with the State. I have reviewed the above information and certify that it is true and correct.

Address to Mail Marriage Certificate:

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____
Email _____

- | |
|-----------------------------|
| Office Use Only |
| _____ Driver's License |
| _____ Passport |
| _____ Birth Certificate |
| _____ Baptismal Certificate |
| _____ Naturalization Papers |
| _____ Divorce Papers |
| _____ Death Certificate |
| _____ Other |
| _____ |

Signature _____ **Date** _____