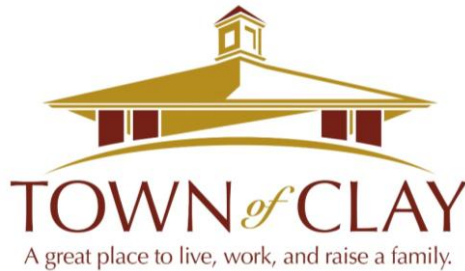


Office of the Town Clerk

Town Clerk
Jill Hageman-Clark

4401 State Route 31
Clay, New York 13041-8707
Website: www.townofclayny.gov



Phone: (315) 652-3800
Fax: (315) 622-7259
E-mail: townclerk@townofclayny.gov

Marriage Worksheet Instructions

Office hours are 8:30 A.M. to 4:00 P.M., Monday through Friday, for marriage license applications. *Marriage license applications are not be processed after 4:00 P.M.*

Both parties must be present at the same time, you cannot use the license for 24 hours and is only valid for 60 days.

If this is **not** a first marriage, we require any and all divorce papers with the filing date, and/or a death certificate.

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

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

Both applicants must also provide **one** of the following:

1. Original Birth Certificate (with a raised seal)
2. Original Baptismal Record (with parent's names)

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**. We accept cash, check or credit card. Checks should be payable to: Jill Hageman-Clark, Town Clerk.