

How to Apply for a Marriage License:

If you are planning on getting married in Massachusetts, *you can file for a marriage at ANY Town Clerk's Office in Massachusetts.*

If you decide to come to file with the Town of Milford, **both persons must come together to "apply" for the license.**

The hours for filing for a Marriage License are between 9:00 am – 4:00 pm, Monday through Friday.

If either or both parties do not speak, write, or understand English, they are required to bring a translator with them (we do not provide one) and to come to the Town Clerk's office no later than 3:00 pm.

The fee to apply for a marriage license is \$35.00; this includes (1) certified copy that is mailed to the newly married couple after the record is registered. (We do not accept personal checks).

The following information is required when you come to apply, including:

- Valid Photo I.D. (license or passport).
- Social Security Number, or a reason why the applicant doesn't have one.
- Both Party A & B's PARENTS complete names (correct spelling of first, middle, last name and maiden names for mothers).
- Planned date of marriage.
- Planned place of Marriage (including the street address).
- The Officiant's name & *home* address (if this person LIVES out of State-they need to file for a ONE DAY Solemnization with the Commissions Department in the Office of the Governor in Boston). We will keep the original certificate they are issued by the state.
- Please be aware the process for applying for a One Day Solemnizer Commission may take up to a month. We cannot register the marriage until we receive the original commission certificate in our office.
- The time to decide if you would like to change your last name is when you are applying for the license, it cannot be changed after the marriage is registered. A legal name change will then be required and be processed by the courthouse.

WHEN CAN WE GET THE LICENSE AND BE MARRIED?

There is a legal 3 day waiting period from the day you apply until you can pick up the license and be married.

(Example: if you are being married on a Saturday the last day you can apply would be the Tuesday of the same week in order to pick up the license on Friday before the office closes to be married on Saturday).

Town Hall is not open on Saturday or Sunday.

You are required to verify the information that is typed on the license is correct.

Retyping the records may incur a fee, and *amending* the record would incur a \$50.00 processing fee.

Deciding after the marriage to change Party A or B's last name cannot be done in our office, this will require a legal name change to be done at a courthouse.

WHAT HAPPENS AFTER THE CEREMONY?

After the marriage is performed by the Officiant; they will complete their section and mail the license back to our office in the envelope provided.

The license is not to be returned by the newly married couple.

We register marriages in the order they have been returned to our office and then (1) one certified copy of the registered marriage license is mailed to the couple to the address previously provided by the couple when applying for the license.

HOW MANY CERTIFIED COPIES CAN I GET?

You will receive (1) certified copy with your \$35.00 application fee, and additional copies will be \$10.00 per certified copy. You can get as many copies as you may need at \$10.00 per copy.