

## How to Apply for a Marriage License

If you are planning to marry in Massachusetts, you can file for a marriage license at ANY Town Clerk's Office in Massachusetts.

If you decide to file with the Town of Milford; both parties must appear together to "apply" for the license.

The hours for filing a Marriage License are between 8:30-4:00 Mon, Tues & Thurs; Wed 8:30-5:30 & Fri 8:30-11:00, please call the office to schedule an appointment. (508) 634-2307

If either or both parties do not speak, write or understand English, they are required to bring a translator with them (our office does not provide one) and are asked to file the license between 8:30 am – 3:00 pm, except Fridays.

The fee to apply for a marriage license is \$35.00; this includes one (1) certified copy that is mailed to the newly married couple after the record is registered. Cash or check made out to the Town of Milford; or debit and all major credit cards, with a fee, are accepted.

The following information is required when applying for a marriage license:

- ❖ Valid photo id (license or passport)
- ❖ Social Security Number or a reason why the applicant does not have a social security number
- ❖ Both Parties parents' complete names (correct spelling of first, middle, last name and maiden names for mothers)
- ❖ Planned date of marriage
- ❖ Planned place of marriage (including street address)
- ❖ The Officiant's name AND home address. If the officiant 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 keep the original certificate 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 the 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 be required and processed by the courthouse.

### WHEN CAN WE GET THE LICENSE AND BE MARRIED?

There is a legal three (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. Please keep in mind that the Town Hall closes at 11:30 on Friday's so plan accordingly.*

- ❖ The Milford Town Hall is NOT open on Saturday or Sunday.
- ❖ You are required to verify ALL the information; that is typed on the license, is correct.  
***Retyping the record may incur a fee and amending the record will incur a \$50.00 processing fee.***
- ❖ Deciding after the marriage to change either Party A or Party B's last name cannot be done in our office; this will require a legal name change through the courthouse.

### WHAT HAPPENS AFTER THE CEREMONY?

After the marriage is performed by the Officiant; they will complete their section on the marriage license 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. We will mail one (1) certified copy of the registered marriage license to the couple's address which was given at the time of filing for the marriage license.

**HOW MANY CERTIFIED COPIES CAN I GET?**

You will receive one (1) certified copy with the \$35.00 application fee. You can request additional certified copies at \$10.00 per copy.