

Applying for a Marriage or Civil Union License

In order to apply for a marriage license at the Maple Shade Registrar's Office:

- One member of the applying couple **must reside in Maple Shade** with proof of residency.
- If both members of the applying couple reside in another state or country, but intend to have their ceremony performed at a location within Maple Shade, they must apply with the Maple Shade Registrar's Office.
- Note: If a couple intends to perform their ceremony Out-of-State, or in another Country, they must contact that state or country for information – they should not contact the Maple Shade Township Registrar.

To begin the application process:

- **The couple must contact the Maple Shade Registrar's Office to schedule an appointment.**
- At the scheduled appointment, **couples must bring the following:**

	A witness , with a valid government-issued photo ID or passport, who is over the age of 18, and can attest to the couple's information
	Individual valid government-issued photo ID or valid passport of applying couple
	Proof of Maple Shade Township residency which validates the current address of applicant within the past three months (i.e. utility bill, bank statement, employment pay-stub)
	Phone Number of State Recognized Officiate to perform the ceremony
	\$28.00 cash or check for application fee
	Application for Marriage/Civil Union License Form – please PRINT CLEARLY (<i>Complete only the FIRST PAGE, DO NOT SIGN</i>)

TO SCHEDULE YOUR MARRIAGE OR CIVIL UNION APPLICATION:

Please email Teri McVeigh at tmcveigh@mapleshade.com

BY APPOINTMENT ONLY – No Walk-Ins

PER STATE LAW, APPLICANTS MUST WAIT 72 HOURS AFTER FILING THEIR APPLICATION BEFORE PICKING UP THEIR MARRIAGE/CIVIL UNION LICENSE.