

Town of Schroepfel
69 County Route 57A
Phoenix, New York 13135
315-695-6231

Marriage Worksheet Instructions

The Marriage Worksheet on the following page is just a tool used in issuing the license, it helps to make the process go a little faster for both the Bride and Groom and the Town Clerk.

We ask that you **call the Town Clerk's office at 315-695-6231 for an appointment** and that you are at the office by 3:00 p.m. at the latest. If you have any questions regarding the worksheet please do not hesitate to call the Town Clerk's office at 315-695-6231, we would be glad to help you.

The New York State Department of Health requires **ONE** of the following forms of identification when applying for a marriage license:

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

The applicants must also have **ONE** of the following:

1. Original Birth Certificate
2. Original Baptismal Record.

Only the name that appears on the documentation is acceptable. We cannot Americanize a name. All foreign birth and baptismal records must be accompanied by a certified translation.

Once a marriage license has been sent to Albany the surnames (last name) cannot be changed, the surname chosen will forever be on the record. Applicants may change their surname at anytime simply by usage. The Bride and Groom may not use their current surname as a middle name. If both names, bride's last name and groom's last name, are to be used they must be separated with a hyphen.

Please complete all information on the worksheet, fill in all blanks and **please use full names (First, Middle and Last) no initials, for the bride, the groom and the parents of the bride and groom.**

Both the bride and groom must be present at the time the license is issued to sign the marriage license.

You will need to bring any and all divorce paperwork with you (if you were divorced 3 times you will need to bring all three sets of divorce papers).

If you were previously married and your spouse is deceased you will need to bring the death certificate with you.

The fee for the marriage license is \$ 40.00. If you are paying by check please make the check payable to "Schroepfel Town Clerk."

Once your marriage license is issued you must wait 24 hours before you can be married and the license is good for sixty (60) days.

New York State no longer requires a medical exam or blood test.

Again, if you have any questions **please** don't hesitate to call the **Town Clerk's office at 315-695-6231** and **please call ahead for an appointment to issue your license.**