



BOROUGH OF SHREWSBURY NEW JERSEY

P.O. BOX 7420
SHREWSBURY, N.J. 07702
TELEPHONE: (732) 741-4200
FAX: (732) 741-6549

IMPORTANT INFO FOR GETTING MARRIED IN SHREWSBURY BOROUGH, NJ

Where do I apply for a Marriage License?

Both NJ Residents: Apply in the Municipality you live in. If you live in two different municipalities, both in NJ, you can apply at either.

One NJ Resident: Apply in the NJ Municipality you live in.

Both Non NJ Residents: Apply at Shrewsbury Borough.

When do I apply for a Marriage License?

You can apply for your Marriage License up to 6 months in advance of your wedding. We advise you apply at least 2 weeks prior to the wedding. NJ requires a 72 hour waiting period from the time you apply for the license until when it can be released for use, but the municipality can hold it for 6 months prior to issuing it. Once the license is released to you it is only good for 30 days.

Do I need to make an appointment?

NJ Residents who do not live in Shrewsbury Borough must call the municipality in which you reside to see their requirements.

Non NJ Residents and Shrewsbury Borough Residents need to make an appointment with our office.

Appointments can be made Monday to Fridays from 8:15a to 3:15p. Please note during the summer months (Memorial Day to Labor Day) the last appointment will be 12:15p on Fridays. Appointments can be made by calling 732-741-4200 x108.

What do I bring to apply for a Marriage License?

NJ Residents who do not live in Shrewsbury please call the Registrar of Vital Statistics Office in the municipality in which you reside to see their requirements.

Non NJ Residents and Shrewsbury Borough Residents need:

Each applicant must BRING:

Photo ID with your current address on it

- Driver's License (DL) with current address printed on it
- DL with new address sticker on back
- DL with confirmation e-mail from State of address change
- Newly issued Passport with address printed in it

OR

Government issued ID with photo (Passport, Military ID, etc)

AND proof of residency (bank statement, utility bill, etc)

Each applicant must KNOW:

Your Place of Birth (City & State)

Your Social Security Number

Your Parent's Full Names at Birth (including maiden names)

Your Parent's Places of Birth (State or County if outside US)

If Previously Married then the Name at Birth of your Last Spouse and the Date of Divorce, Annulment, or Death

The couple must SUPPLY:

A Witness (18+ with Photo ID)

\$28.00 check or cash (we cannot accept credit cards)

OPTIONAL Documents:

Birth Certificates, Divorce Decrees, Death Certificates, Judgment of Name Change

Who can Marry us?

You can get married by a judge, any NJ mayor or former mayor (sometimes called township chairs or village presidents), & any minister of any religion (including internet ministers). The officiant does not need to provide the Borough with credentials.

TURN OVER FOR ADDITIONAL INFO

Which Shrewsbury am I getting Married in?

There are two municipalities named Shrewsbury in Monmouth County. If you are getting married at The Shadowbrook, Christ Church, First Assembly of God, the Presbyterian Church, or the Friends Meeting House you are getting married in Shrewsbury Borough. **On your marriage license, in Box 3 it HAS TO READ "Shrewsbury Boro, Monmouth".** For questions on other locations or private residences please call the Borough for clarification.

What happens to the Marriage License after the Wedding?

The officiant keeps the blue copy of the Marriage license, the couple keeps the pink, and the two white copies get mailed or delivered to Shrewsbury Borough at the address below. Please note that the pink copy is not a legal copy of your marriage license. To get a legal, 'certified copy' of your marriage license after the event you must apply for one.

Shrewsbury Borough Registrar's Office
419 Sycamore Ave
PO Box 7420
Shrewsbury Borough, NJ 07702

How do I get a 'Certified Copy' or legal copy of my Marriage License? I need one to change my name, change my insurance, etc.

Forms to apply for certified copies are available on Shrewsbury's website, www.shrewsburyboro.com, under the green 'forms' button on the bottom of the home page. The Borough also has these forms available at the Clerk's Office. There are instructions on the form as to how to fill it out. The instructions also include all the additional documentation needed to be supplied with the application. You can mail the form and the required documents to the address shown on the form and also noted above, or stop into our office. If you stop by, the Borough cannot guarantee that will be able to fulfill your request same day, but normally we can process your request within one business day. You have two delivery options for how you can receive your certified copies; we can call you to come pick them up, you can choose to have them mailed back to you. Mailing is especially helpful to you should you live out of town. These legal copies cost \$10 per copy and we recommend you get 1-2 copies. If either applicant is in the military or a police officer we recommend 2-3 copies. Please make sure you check with your insurance company how long you have after this 'life event' to add your spouse to your insurance.