

Marriage License

Please email norwichct.requests@cityofnorwich.org to schedule an appointment

Requirements to obtain a Marriage License:

- Applicants must be 18 years old to apply for a marriage license, per Public Act PA 23-24, Effective July 1, 2023.
- Must be getting married in **Norwich, CT**
- Licensing performed between 9 a.m. and 4:00 p.m. – **Appointment Preferred**
- Both parties must present Photo ID's
- \$50.00 fee - NO personal checks (Visa/Master Card/Debit/Cash)
- Both parties must be present to sign the license
- Must be getting married within **65 days** of issue date

Both parties must appear in the office of the Town Clerk to complete the application. They will need to know their parents names, including mothers' maiden names, as well as their parents birthplaces. Both parties do not have to appear at the same time, although the license cannot be given out to an applicant until both parties have signed it.

After obtaining a marriage license, present it to who will be performing your ceremony. **It is their responsibility to complete their portion of the license in black ink and return the original license to the town clerk.** They must return the completed license in person or by US Mail.

After we receive the license back it becomes your certificate and you may come in and obtain certified copies from our office at \$20 per certified copy.

**State of Connecticut
Department of Public Health
Marriage License Worksheet**

NAME OF TOWN WHERE CEREMONY WILL TAKE PLACE: _____

DATE WHEN CEREMONY WILL TAKE PLACE: _____

Guidance for Each Row on backside	SPOUSE ONE				SPOUSE TWO									
	Applicant's Phone Number:				Applicant's Phone Number:									
A Applicant Info	FULL NAME (First) (Middle) (Last) (Suffix)				FULL NAME (First) (Middle) (Last) (Suffix)									
B Applicant Info	SEX	DATE OF BIRTH(MM/DD/YYYY)	AGE	BIRTHPLACE(US State or Foreign Country)	SEX	DATE OF BIRTH(MM/DD/YYYY)	AGE	BIRTHPLACE(US State or Foreign Country)						
C Applicant Info	SUPERVISION OR CONTROL OF A CONSERVATOR <input type="checkbox"/> YES <input type="checkbox"/> NO		EDUCATION (Check the Highest Level Completed) <input type="checkbox"/> 12th Grade or less, no Diploma <input type="checkbox"/> Bachelors <input type="checkbox"/> High School Graduate/GED Completed <input type="checkbox"/> Masters <input type="checkbox"/> Associates <input type="checkbox"/> Doctorate or Professional degree		SUPERVISION OR CONTROL OF A CONSERVATOR <input type="checkbox"/> YES <input type="checkbox"/> NO		EDUCATION (Check the Highest Level Completed) <input type="checkbox"/> 12th Grade or less, no Diploma <input type="checkbox"/> Bachelors <input type="checkbox"/> High School Graduate/GED Completed <input type="checkbox"/> Masters <input type="checkbox"/> Associates <input type="checkbox"/> Doctorate or Professional degree							
D Applicant Info	RESIDENCE (# and Street Name)				RESIDENCE (# and Street Name)									
E Applicant Info	CITY/TOWN		COUNTY	US STATE (Or Foreign Country)	CITY/TOWN		COUNTY	US STATE (Or Foreign Country)						
F Parent Info	FATHER/PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))				FATHER/PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., III, etc.))									
G Parent Info	MOTHER/ PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))				MOTHER/ PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))									
H Parent Info	FATHER/PARENT BIRTHPLACE (US State or Foreign Country)		MOTHER/PARENT BIRTHPLACE (US State or Foreign Country)		FATHER/PARENT BIRTHPLACE (US State or Foreign Country)		MOTHER/PARENT BIRTHPLACE (US State or Foreign Country)							
I Applicant Info	# OF THIS MARRIAGE/ CIVIL UNION	LAST RELATIONSHIP (MARRIAGE/CIVIL UNION) END BY: a. <input type="checkbox"/> DEATH b. <input type="checkbox"/> DISSOLUTION			c. <input type="checkbox"/> ANNULMENT d. <input type="checkbox"/> PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER			# OF THIS MARRIAGE/ CIVIL UNION	LAST RELATIONSHIP (MARRIAGE/CIVIL UNION) END BY: a. <input type="checkbox"/> DEATH b. <input type="checkbox"/> DISSOLUTION			c. <input type="checkbox"/> ANNULMENT d. <input type="checkbox"/> PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER		
J Applicant Info	SOCIAL SECURITY NUMBER – SPOUSE ONE				SOCIAL SECURITY NUMBER – SPOUSE TWO									
ENTER OFFICIANT INFORMATION	OFFICIANT'S FULL NAME (FIRST, MIDDLE, LAST, SUFFIX)													
	OFFICIANT'S FULL MAILING ADDRESS (#, Street Name, City/Town, State, Zip Code, Country)													
	OFFICIANTS PHONE NUMBER				TOWN WHERE MARRIAGE CEREMONY WILL BE PERFORMED (MUST BE SAME AS TOWN ISSUING MARRIAGE LICENSE)									

ROW A: SPOUSES' FULL NAME

- EACH APPLICANT/SPOUSE MUST ENTER THEIR FULL LEGAL NAME AS IT IS AT THE TIME OF THE APPLICATION FOR A MARRIAGE LICENSE
- FULL LEGAL NAME INCLUDES FIRST NAME, MIDDLE NAME, LAST NAME(S), SUFFIX, (IF APPLICABLE)
- IF AN APPLICANT/SPOUSE'S LEGAL NAME INCLUDES TWO LAST NAMES, INCLUDE BOTH ON THE WORKSHEET/LICENSE EVEN IF YOU DO NOT NORMALLY USE BOTH LAST NAMES
- SUFFIX INDICATES A FAMILY RELATIONSHIP LIKE USING Jr., Sr., II, III, IV, AND SO ON
- DO NOT ABBREVIATE OR USE NICKNAMES

ROW B: SPOUSES' SEX, DATE OF BIRTH, AGE, BIRTHPLACE

- EACH APPLICANT/SPOUSE ENTERS THEIR SEX AS EITHER F, M OR X
- EACH APPLICANT/SPOUSE ENTERS THEIR FULL DATE OF BIRTH IN MONTH (USING 2 DIGITS), DAY (USING 2 DIGITS), THEN YEAR (USING 4 DIGITS); MM/DD/YYYY
- EACH APPLICANT/SPOUSE ENTERS THE AGE THEY WERE AT THEIR LAST BIRTHDAY
- EACH APPLICANT/SPOUSE ENTERS THE STATE IN THE UNITED STATES OF AMERICA THEY WERE BORN (STATE ABBREVIATION IS ALLOWED. EXAMPLES: WV, CT, AL, TX...), OR IF NOT BORN IN THE US ENTER THE NAME OF THE COUNTRY WHERE THEY WERE BORN

ROW C: CONSERVATORSHIP, EDUCATION COMPLETED

- IF AN APPLICANT/SPOUSE HAS A CONSERVATOR OF PERSON, THE WRITTEN CONSENT OF THE CONSERVATOR IS REQUIRED
- FOR PROOF OF CONSERVATOR APPROVAL, A CERTIFIED COPY OF THE CONSERVATOR OF PERSON ORDER, A WRITTEN NOTARIZED AFFIDAVIT SIGNED BY THE CONSERVATOR OF PERSON, AND A PHOTOCOPY OF THE CONSERVATOR OF PERSON'S VALID GOVERNMENT ISSUED ID ARE REQUIRED
- EACH APPLICANT/SPOUSE CHECK THE BOX NEXT TO THE HIGHEST EDUCATION LEVEL THEY COMPLETED (CHECK ONLY ONE BOX PER EACH APPLICANT/SPOUSE)

ROW D: RESIDENCE

- EACH APPLICANT/SPOUSE MUST ENTER THE HOUSE NUMBER AND STREET NAME OF RESIDENCE WHERE THEIR HOUSEHOLD IS LOCATED. INCLUDE APT OR UNIT NUMBER/LETTER/DESCRIPTOR IF YOU HAVE ONE (EX: APT 1, UNIT B, REAR APT, ETC)

ROW E: CITY/TOWN, COUNTY, US STATE (OR FOREIGN COUNTRY)

- EACH APPLICANT/SPOUSE MUST ENTER THE CITY OR TOWN AND COUNTY IN WHICH THEIR HOUSEHOLD IS LOCATED
- EACH APPLICANT/SPOUSE MUST ENTER THE STATE IN THE UNITED STATES OF AMERICA IN WHICH THEIR HOUSEHOLD IS LOCATED
- IF THEIR HOUSEHOLD IS IN A COUNTRY THAT IS NOT THE UNITED STATES, ENTER THE NAME OF THE COUNTRY WHERE THE HOUSEHOLD IS LOCATED. STATE IS NOT REQUIRED IF COUNTRY IS NOT THE US

ROW F: FATHER/PARENT FULL NAME

- EACH APPLICANT/SPOUSE MUST ENTER THEIR FATHER/PARENT'S FULL LEGAL NAME PRIOR TO BEING MARRIED FOR THE FIRST TIME or NAME GIVEN AT BIRTH IF NEVER MARRIED
- IF A FATHER/PARENT'S LEGAL NAME INCLUDES TWO LAST NAMES, INCLUDE BOTH ON THE WORKSHEET/LICENSE EVEN IF THEY DO NOT NORMALLY USE BOTH LAST NAMES
- SUFFIX INDICATES A FAMILY RELATIONSHIP LIKE USING Jr., Sr., II, III, IV, AND SO ON
- DO NOT ABBREVIATE OR USE NICKNAMES

ROW G: MOTHER/PARENT FULL NAME

- EACH APPLICANT/SPOUSE MUST ENTER THEIR MOTHER/PARENT'S FULL LEGAL NAME PRIOR TO BEING MARRIED FOR THE FIRST TIME or NAME GIVEN AT BIRTH IF NEVER MARRIED
- IF A MOTHER/PARENT'S LEGAL NAME INCLUDES TWO LAST NAMES, INCLUDE BOTH ON THE WORKSHEET/LICENSE EVEN IF THEY DO NOT NORMALLY USE BOTH LAST NAMES
- SUFFIX INDICATES A FAMILY RELATIONSHIP LIKE USING Jr., Sr., II, III, IV, AND SO ON
- DO NOT ABBREVIATE OR USE NICKNAMES

ROW H: FATHER/PARENT BIRTHPLACE, MOTHER/PARENT BIRTHPLACE

- EACH APPLICANT/SPOUSE MUST ENTER THEIR FATHER/PARENT AND THEIR MOTHER/PARENT'S STATE OF BIRTH IF BORN IN THE UNITED STATES
- IF PARENT WAS BORN IN A COUNTRY THAT IS NOT THE UNITED STATES, ENTER ONLY THE NAME OF THE COUNTRY WHERE THE PARENT WAS BORN

ROW I: NUMBER OF THIS MARRIAGE, LAST RELATIONSHIP ENDED BY

- EACH APPLICANT/SPOUSE ENTERS THE TOTAL NUMBER OF MARRIAGES(AND CIVIL UNIONS IF APPLICABLE) THEY HAVE HAD INCLUDING THIS ONE (EX: IF THIS IS YOUR FIRST MARRIAGE, ENTER 1; IF YOU WERE MARRIED/IN CIVIL UNION ONCE BEFORE, ENTER 2; IF MARRIED/IN CIVIL UNION TWICE BEFORE ENTER 3)

ROW J: SOCIAL SECURITY NUMBER

- EACH APPLICANT/SPOUSE ENTERS THEIR SOCIAL SECURITY NUMBER (SSN), IF AN APPLICANT/SPOUSE DOES NOT HAVE AN SSN, ENTER THE WORD NONE