

Town of Manlius

Allison A. Weber, Town Clerk



Marriage License Instructions

The marriage license instructions are just a tool to make the process go a little faster for the couple and the clerk.

The Office hours are 8:30 to 4:30 Monday thru Friday, also the second and fourth Wednesday's of the month till 6:45PM. Both parties must be present at the same time, you cannot use the Marriage License for 24 hours after it is issued and it is only valid for 60 days in New York State.

If this is not a first marriage we require any and all divorce papers (with the filing date stamped on them), and or a death certificate which ever applies

New York State Department of Health requires **Proof of Age and Identity**: A person is required to establish proof of age and identity by submitting to the Town Clerk one of the following age related documents:

- Birth Certificate
- Baptismal record
- Naturalization record

And one of the following *identity* related documents:

- Driver's license
- Passport
- Employment picture ID

Only the name that appears on the document is acceptable. We cannot Americanize a name. All records issued outside the United States **must** be accompanied by a certified translation.

For more information on a New York State Marriage License Click
<https://www.health.ny.gov/publications/4210/>

Edmond J. Theobald, Supervisor

Town Board - John R. Loeffler, David M. Marnell, Sr., Nicholas J. Marzola, Jason Cassalia, Vincent Giordano, Karen Green