

Effective July 1, 2018

## Applying for a Marriage or a Civil Union License in Naugatuck

In order to apply in Naugatuck, you ***must be getting married/united in Naugatuck***. Each applicant ***must have a photo ID***. ***Both parties must appear in person to sign the license***, under oath, in the presence of one of the office Registrars. ***The fee to obtain a Marriage License is \$50***. Once issued, ***the license expires 65 days after the initial date of application***. Applicants do not have to appear at the same time, however, the 65-day period of license validity begins on the day that the first person applies. With the exception of holidays, ***applications are accepted Monday through Friday, from 8:45 AM to 3:30 PM***. The complete process of application and transcription takes about 30 minutes.

As part of the application process, ***both parties must provide the following information***:

- X Date of Marriage or Civil Union***
- X Officiator=s Name and Phone Number***
- X Social Security Numbers***
- X Each Parent=s Place of Birth***
- X Mother=s Birth (Maiden) Name***
- X Years of Education***

Following the marriage ceremony, the Officiator must sign the license and file it in Naugatuck, where the original document will remain as a permanent record of the event. ***Once filed, certified copies of the official record may be obtained in Naugatuck***. ***If the applicant(s) reside in another Connecticut town, copies of the record will also be available from the resident town(s)***. By law, resident town copies are required to be transmitted by the 15<sup>th</sup> day of the month following the wedding. Prior to requesting a Connecticut *resident* copy, you should call the Town Clerk to verify that the transmitted copy has been received from the town where the wedding took place.

***The statutory fee for each certified copy of a filed Marriage License is \$20.***

***Notice regarding recent statutory changes: Effective October 1, 2009, the statutory fee for a certified copy of a filed Marriage License will increase to \$20. The State Legislature is also considering an increase in the Marriage License application fee. After October 1, 2009, couples applying to be married/united may only do so in the town in which the event will take place.***