

TOWN OF ROTTERDAM

Office of the Town Clerk



Megan Griffin, Town Clerk ♦ Kelsey Capello, Deputy Town Clerk ♦ Giana Benedetto, 2nd Deputy Town Clerk

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Phone: 518-355-7575 ext. 352 • Fax: 518-355-7837 • www.townofrotterdam.gov •

Clerk Office Update

Marriage License Appointments now required

The Town of Rotterdam Clerk's Office would like to inform the public that effective immediately, all marriage licenses will be prepared by appointment only.

Appointments will be available **Monday through Friday**, between the hours of **9:00 AM and 3:00 PM**. This updated procedure is being implemented to ensure each couple receives proper attention, accurate processing, and adequate time to complete all required paperwork.

Scheduling appointments during these designated hours will help reduce wait times, improve efficiency, and allow staff to better assist residents with questions or special circumstances related to marriage licensing.

To schedule an appointment or to obtain additional information regarding marriage license requirements, please contact the Clerk's Office directly at (518)355-7575 Ext. 352. We appreciate your understanding and cooperation as we work to better serve the community.



Marriage License Requirements

Proof of Identity AND Age is required when applying for a Marriage License.

You must provide ONE of the following (Photo ID):

- Valid Driver's License
- Passport
- Immigration Record

You must also provide ONE of the following (Proof of Age):

- Certified Birth Certificate
- Baptismal Record
- Naturalization Record
- Census Record

If applicable, **certified copies** of all divorce decrees and/or death certificates must also be provided.

For additional information or questions, please call
518-355-7575 Ext. 352

**ROTTERDAM TOWN CLERK
MARRIAGE LICENSE APPLICATION**

MARRIAGE LICENSE APPLICATIONS ARE PROCESSED M-F BETWEEN THE HOURS OF 9:00am-3:00pm

License Number: _____ *Application Fee: \$40* Time: _____

Date: _____ Solemnization Period Ends: _____

Bride/Groom/Spouse Information

Name: _____

First Middle Current Surname

Birth Name (If Different): _____

Surname After Marriage: _____

Social Security Number: _____

Residence: _____

State _____ County _____

Check One: City Town Village

Municipality Name: _____

Street Address _____ Zip Code _____

Residence within Limits of City/Inc. Village? Yes No

Age: _____ Date of Birth: _____

Sex (Optional): _____ Place of Birth: _____

Usual Occupation: _____

Industry Type: _____

Father's Full Name: _____

Country of Birth: _____

Mother's Full Maiden Name: _____

Country of Birth: _____

Number of This Marriage: _____

Previous Marriages

Number Of Previous Marriages Which Ended By:

Divorce _____ Civil Annulment _____ Death _____

Last Marriage Ended in Divorce Annulment Death

Date Last Marriage Ended: _____

Are Any Former Spouse(s) Alive? Yes No

If Previous Divorced or Annulled, Provide the Following:

Date of Decree Place Issued Against Whom

1st _____ Self Spouse

2nd _____ Self Spouse

3rd _____ Self Spouse

Bride/Groom/Spouse Information

Name: _____

First Middle Current Surname

Birth Name (If Different): _____

Surname After Marriage: _____

Social Security Number: _____

Residence: _____

State _____ County _____

Check One: City Town Village

Municipality Name: _____

Street Address _____ Zip Code _____

Residence within Limits of City/Inc. Village? Yes No

Age: _____ Date of Birth: _____

Sex (Optional): _____ Place of Birth: _____

Usual Occupation: _____

Industry Type: _____

Father's Full Name: _____

Country of Birth: _____

Mother's Full Maiden Name: _____

Country of Birth: _____

Number of This Marriage: _____

Previous Marriages

Number Of Previous Marriages Which Ended By:

Divorce _____ Civil Annulment _____ Death _____

Last Marriage Ended in Divorce Annulment Death

Date Last Marriage Ended: _____

Are Any Former Spouse(s) Alive? Yes No

If Previous Divorced or Annulled, Provide the Following:

Date of Decree Place Issued Against Whom

1st _____ Self Spouse

2nd _____ Self Spouse

3rd _____ Self Spouse

NOTE: Certified copies of all divorce decrees and/or death certificates are required.

Signature

COMPLETE ADDRESS WHERE YOUR MARRIAGE CERTIFICATE SHOULD BE MAILED TO AFTER MARRIAGE:

Daytime Phone: _____ Daytime Phone: _____

Proof of Age and Identity are required: Certified Birth Certificate, Baptismal record, Naturalization record, or Census record AND a valid Driver's License, Passport, or Immigration record.