



CITY OF WATERTOWN, NEW YORK

OFFICE OF CITY CLERK

CITY HALL, ROOM 101

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3387

(315) 785-7780 Fax (315) 785-7796

Ann M. Saunders
City Clerk

INFORMATION FOR OBTAINING A MARRIAGE LICENSE

Each Applicant must have:

An acceptable birth document

- Certified Birth Certificate issued by vital records that includes raised seal
- Naturalization Papers (must be original copy)

An acceptable valid photo identification

- Valid Driver's License
- Valid DMV non-driver's ID
- Valid Passport
- Valid Military ID

If either applicant was previously married:

- If the previous marriage ended by divorced, provide a certified copy of the most recent divorce judgment which shows the "FILED AND ENTERED" stamp and date. You will also need to provide the date and location of any other divorces prior to the last one.
- If the previous marriage ended by the death of a spouse, provide a certified death certificate that lists you as the surviving spouse.

Documents not in English:

If the above documentation is not in English, the document must be translated by a certified translator. Please submit the original document **AND** the original translation to the City Clerk's Office when applying for the marriage license.

Name Change Options:

- You must state on the application the surname you will use after marriage.
- The name change option only applies to your last name and not to your first or middle name.

Fees:

\$40.00 payable by cash or \$17.50 payable by cash if either applicant is Active Duty Military Personnel

Age Requirements:

If you are under 18 years of age, please consult our office for further requirements.