

APPLICATION FOR MARRIAGE/CIVIL UNION & RECEIPT OF MARRIAGE/CIVIL UNION LICENSE

EITHER YOU OR YOUR FIANCE MUST LIVE IN OAKLAND

TWO WAYS:

1. IN-PERSON SOCIALLY DISTANCING MEETING WITH REGISTRAR, BOTH APPLICANTS AND A WITNESS AT LEAST 18 YEARS OLD
 - a. Call the Registrar for an appointment at the Health Department 201-337-9254
 - b. Fill out an application at home, BUT DO NOT SIGN THE APPLICATION
 - c. Both applicants and one witness over 18 years old must come to the appointment
 - i. Bring the following with you:
 1. Each bring your own pen
 2. Each wear a mask
 3. Your application
 4. 2 checks made out to Borough of Oakland – one for \$3 and one for \$25
 5. Both applicants' ID and the witness's ID with current address. (If it does not have the current address, also bring an alternate form of ID such as a utility bill.)
 - d. At the meeting, Oath and signature procedures will be conducted while maintaining social distancing.
 - e. You will then be able to wait in your respective cars until the Registrar completes your license, which will be placed on the table for you to take. THE 72 HOUR WAITING PERIOD IS CURRENTLY WAIVED. THE LICENSE EXPIRATION HAS BEEN EXTENDED TO 90 DAYS.
2. VIRTUAL ZOOM MEETING WITH REGISTRAR, BOTH APPLICANTS AND A WITNESS AT LEAST 18 YEARS OLD
 - a. Make appointment with Registrar by calling the Health Department 201-337-9254
 - b. Fill out an application at home, sign, and have witness sign while on video call. You will all show your current ID via webcam, sign the form, then fax or scan over the application and all IDs. (ID must have your current address. If it does not, also show something that has your name and address, such as a utility bill that is current.)
 - c. The Registrar will verify receipt of the documents you sent.
 - d. You will submit payment – a check of \$3 and a check of \$25 made out to Borough of Oakland - to the Registrar by mail or in the dropbox.
 - e. The Registrar will create your license, which can be picked up from our bulletin board or mailed out to you. THE 72 HOUR WAITING PERIOD IS CURRENTLY WAIVED. THE LICENSE EXPIRATION HAS BEEN EXTENDED TO 90 DAYS.

3. FOR AN OUTSIDE SOCIALLY DISTANCED IN-PERSON MEETING TO SUBMIT APPLICATION/RECEIVE LICENSE:
- a. Call 201-337-9254 for an appointment
 - b. Fill in exactly what is requested in each field on the application, but **DO NOT SIGN IT YET**
 - c. The following must be present at your appointment:
 - i. Both applicants and the witness must each bring their own pen
 - ii. Your completed application, **except any signatures**
 - iii. You, your fiancé, and a witness over 18 years old
 - iv. All three of you must have current picture ID (driver license is best). If your ID does not have your current address, you must also submit additional document which shows your name and your current address (a utility bill, bank statement, paystub, etc.)
 - v. 2 checks made out to Borough of Oakland – one for \$25.00, one for \$3.00. Cash will not be accepted.
 - d. At the appointment, you will put the documents and payment on the table for the Registrar to review and step away for social distancing.
 - e. Once the Registrar determines all necessary information has been received, all three of you will repeat the Oath after the Registrar. The Registrar will then step away from the documents.
 - f. You will then each sign the application and you may each take back your own documentation. You will then step away.
 - g. The Registrar will then sign the document and take it, along with the checks, indoors to create your license. The 72 hour waiting period is currently waived so you can wait in your respective cars.
 - h. The Registrar will then bring the license and place it on the table and once she steps away, you can retrieve it. Your license will expire in 90 days (as opposed to the usual timeframe of 30 days).
 - i. You may then have your ceremony within that 90 day period either virtually or in-person while socially distancing with your officiant and 2 witnesses.
 - j. At your ceremony, the Officiant will indicate on the license that it took place in whatever town he or she was in (so if it was virtual, it was