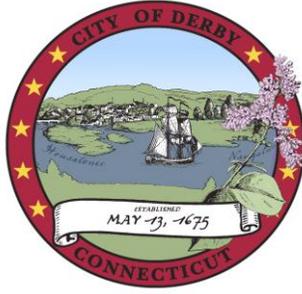


# City of Derby, Connecticut

One Elizabeth Street - 06418



Marc J. Garofalo, MPA, CCTC  
Town / City Clerk

[vitals@derbyct.gov](mailto:vitals@derbyct.gov)

Telephone (203) 736-1462 Ext. 2  
Fax (203) 736-1479

## Instructions to Obtain a Marriage License

### **\*\*For Persons Who Are Getting Married in the City of Derby\*\***

- LOCATION:** The marriage license must be obtained in the city/town where the marriage ceremony will take place. Therefore, our marriage license is only valid if the ceremony is taking place somewhere in Derby.
- DATE:** Marriage Licenses are only valid for 65 days from the date of issue. You can obtain your license at any time 65 days prior and up to the day of the ceremony. It is recommended you have a date set prior to obtaining your marriage license. Should your license expire, a new one will need to be issued.
- OFFICIATOR:** Judges, Justices of the Peace who are currently appointed anywhere in the State of Connecticut, and any Ordained or Licensed members of the clergy are eligible to perform marriages in Connecticut (including persons who have been ordained through online ministries and who are given the authority to officiate marriages through such ministries). A list of current Justices of the Peace who are located in Derby is available on our website (<https://www.derbyct.gov/certificate-fees>). For online ordained ministers, a copy of their "Credentials of Ministry" must also be submitted with your application.
- APPLICATION:** Both parties must complete the attached "Marriage License Worksheet" as accurately as possible. The information provided will be permanently recorded on your marriage certificate and must be an accurate reflection of the facts as you know them. Please do not leave any boxes blank. If any information is unobtainable or unknown, write "unknown" or draw a line in the corresponding box. If filling out the form online, please download and save to your computer first so your information will be saved, then reattach to an email when submitting.
- IDENTIFICATION:** Both parties must provide a copy or photo of the FRONT AND BACK of both of your current, valid Driver's Licenses (any state). If you do not currently have a valid Driver's License, a government issued photo ID or passport must be provided.
- FEES:** The fee for a marriage license is \$50.00. Payment can be made by Cash at the time of pick up, Money Order, or Credit Card (personal checks are not accepted). If you would also like to order a certified copy of your Marriage Certificate (issued after it is returned to our office following the ceremony), you can prepay for that as well and we will mail you your certified copy upon receipt. A completed "Application for A Copy of Marriage Certificate" must also be completed and an additional fee of \$20.00 is required. A marriage license and certified copy can be paid for at the same time for a total of \$70.00. *Please note that if you are paying by credit card, an additional \$2.00 processing fee will apply.*

7. **SUBMIT:** Once completed, all necessary documentation can be submitted to our office by:

Email: [vitals@derbyct.gov](mailto:vitals@derbyct.gov)

Regular Mail: Marriage License Application  
Marc J. Garofalo, Derby Town Clerk  
1 Elizabeth Street  
Derby, CT 06418

Fax: (203) 736-1479

8. **DELIVERY:** We will e-mail you a DRAFT copy of your Marriage License for final review. Once accepted, we will issue your official Marriage License and set up an appointment when both you and your fiancé must appear in-person with your identification to take an oath and sign it. You will then give the original to your officiant prior to the ceremony. It is the responsibility of the Officiant to return the signed original license to us to accept into permanent record, at which time we will issue any certified copies if requested.

Please feel free to contact our office during regular business hours should you have any questions or need any further assistance.

***Congratulations!***

**STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
CITY OF DERBY - MARRIAGE LICENSE WORKSHEET**

DATE OF APPLICATION \_\_\_\_\_

DATE OF MARRIAGE \_\_\_\_\_

**SPOUSE OR GROOM**

**SPOUSE OR BRIDE**

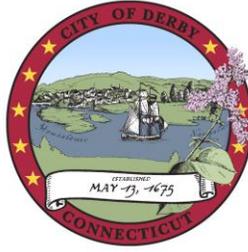
NAME (First) (Middle) (Last)				NAME (First) (Middle) (Last)			
SEX	DATE OF BIRTH (Mo., Day, Year)	AGE	(If Minor, Probate Judge Permission is Required)	SEX	DATE OF BIRTH (Mo., Day, Year)	AGE	(If Minor, Probate Judge Permission is Required)
BIRTHPLACE (State or Foreign Country)		EDUCATION (No. Yrs. Completed)		BIRTHPLACE (State or Foreign Country)		EDUCATION (No. Yrs. Completed)	
		GRADES COMPLETED	YRS OF COLLEGE			GRADES COMPLETED	YRS OF COLLEGE
		1 2 3 4 5 6 7 8 9 10 11 12				1 2 3 4 5 6 7 8 9 10 11 12	
RESIDENCE (No. and Street)				RESIDENCE (No. and Street)			
CITY OR TOWN		COUNTY		STATE			
CITY OR TOWN		COUNTY		STATE			
RACE		SUPERVISION OR CONTROL BY GUARDIAN OR CONSERVATOR <input type="checkbox"/> YES <input type="checkbox"/> NO		RACE		SUPERVISION OR CONTROL BY GUARDIAN OR CONSERVATOR <input type="checkbox"/> YES <input type="checkbox"/> NO	
FATHER'S FULL NAME				FATHER'S FULL NAME			
FATHER'S BIRTHPLACE (State or Foreign Country)		MOTHER'S BIRTHPLACE (State or Foreign Country)		FATHER'S BIRTHPLACE (State or Foreign Country)		MOTHER'S BIRTHPLACE (State or Foreign Country)	
MOTHER'S FIRST AND MAIDEN NAME				MOTHER'S FIRST MAIDEN NAME			
NO. OF THIS MARRIAGE		NO. OF SAME SEX CIVIL UNIONS		NO. OF THIS MARRIAGE		NO. OF SAME SEX CIVIL UNIONS	
IF PREVIOUSLY IN MARRIAGE OR CIVIL UNION, LAST RELATIONSHIP WAS: <input type="checkbox"/> MARRIAGE <input type="checkbox"/> SAME SEX CIVIL UNION				IF PREVIOUSLY IN MARRIAGE OR CIVIL UNION, LAST RELATIONSHIP WAS: <input type="checkbox"/> MARRIAGE <input type="checkbox"/> SAME SEX CIVIL UNION			
LAST RELATIONSHIP ENDED BY: <input type="checkbox"/> DEATH <input type="checkbox"/> DISSOLUTION <input type="checkbox"/> ANNULMENT		<input type="checkbox"/> PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER.		LAST RELATIONSHIP ENDED BY: <input type="checkbox"/> DEATH <input type="checkbox"/> DISSOLUTION <input type="checkbox"/> ANNULMENT		<input type="checkbox"/> PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER.	
SOCIAL SECURITY #				SOCIAL SECURITY #			
CONTACT PHONE NUMBER				CONTACT PHONE NUMBER			

<b>OFFICIATOR INFORMATION</b>
NAME
PHONE NUMBER
ADDRESS

License Fee \$50
Certified Copy Fee \$20
Number of Copies Requested _____ Paid _____ To be Mailed _____ or Picked up _____

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## Credit Card Authorization Form

### CARDHOLDER INFORMATION

Name: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

I authorize a one-time charge against my credit card for the following amount:

\$ \_\_\_\_\_ **\$50.00** Marriage License Issuance

\$ \_\_\_\_\_ **\$20.00** Certified Copy of Marriage Certificate

\$ \_\_\_\_\_ **\$1.00** USPS First Class Mail (Postage)

\$ \_\_\_\_\_ **\$2.00** Credit Card Processing Fee (2.5% over \$80.00)

\$ \_\_\_\_\_ **TOTAL CHARGE**

### CREDIT CARD INFORMATION

Credit Card Type:  MasterCard  Visa  American Express  Discover Card

Number: \_\_\_\_\_

Expiration Month: \_\_\_\_\_ Expiration Year: \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Security Code: \_\_\_\_\_