

# Town Clerks & One-Day Marriage Officiant Registrations

*An AOT Guide with Sample License (by the New York State Town Clerks Association)*

As of March 28, 2023, town clerks are now required to issue one-day marriage officiant licenses in accordance with [Domestic Relations Law §11-d](#). The town clerk's authority is limited to applicants who want to marry a couple to whom the town clerk issued a marriage license (DRL §11-d [3]). This means that anyone seeking a one-day marriage officiant license must apply at the same town clerk's office who issued the marriage license for the couple whose marriage the individual will be solemnizing. An applicant for a one-day marriage officiant license must be at least 18 years old and is not required to be a New York State resident. The license is limited to the specific couple identified in the application and expires on the date the couple is married or their marriage license expires, whichever occurs first.

The law does not dictate the format of the application or license, although specific information must be included, meaning the clerk may create the application/license, as long as the applicant's name, date of birth, address, email address and telephone number, as well as the names, dates of births and addresses of the couple to be married are included as the information appears on the marriage license application. In addition to the required content, the application should include a signature-under-penalty-of-perjury requirement for the applicant and a space for the town clerk or notary to witness the

applicant's signature. The New York State Town Clerks Association has a [sample application/license form](#) available for review and modification. There is a \$25 statutory application fee to be collected before the license can be issued. We are including a copy of this form with this summary as Appendix A.

The statute does not require an individual to apply in person, so it is important to give applicants the ability to apply via [mail](#) or [online](#). The paperwork for the license and application is not required to be submitted to the state but should be kept in perpetuity with the marriage license paperwork in the town clerk's office.

Once the one-day marriage officiant license is granted, the officiant may solemnize the couple's marriage anywhere in New York State during the period of time the couple's marriage license is in effect. The officiant must ensure that the marriage license information is accurate and must complete the officiant information on the original marriage license. Once reviewed and completed, the officiant must file the completed marriage license with the town clerk within five days of the ceremony. The New York State Department of Health has additional [information](#) for marriage officiants regarding these duties.

If you have any questions regarding one-day marriage officiant licenses, please contact the Association of Towns at [info@nytowns.org](mailto:info@nytowns.org) or (518) 465-7933.

**APPLICATION FOR ONE-DAY MARRIAGE OFFICIANT LICENSE**

**Applicant Name** \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

Proof of identity presented \_\_\_\_\_

**Persons to be married** (as appears on the marriage license)

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_

I duly swear/affirm that the information provided above is true and accurate.

Date \_\_\_\_\_

\_\_\_\_\_

Applicant

Subscribed & sworn to/affirmed before me

\_\_\_\_\_

Town Clerk/Deputy Town Clerk

**License granted** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Town Clerk/Deputy Town Clerk

*Note: This license is valid only for the parties to be married as described above and shall expire after the marriage ceremony or the expiration of the marriage license, whichever occurs first.*