**MARRIAGE LICENSE INSTRUCTIONS**

**BOROUGH OF AUDUBON**

* All Marriage License Applications are by appointment only.
* Please call the office at 856-547-0711 or email [d.ingves@audubonnj.com](mailto:d.ingves@audubonnj.com) to schedule an appointment.
* Our office hours are 8:30-4:00 pm Monday through Friday. The appointment time is solely for your convenience to make sure someone is here to meet your needs. Only a Certified Registrar can take a marriage license application.
* For the appointment, both parties plus a witness need to be present. Please note that the witness for the marriage license cannot be one of the two witnesses required for the actual ceremony.
* One of the parties getting married must be a current resident of Audubon.
* Please bring the following:
  + All parties (bride, groom and witness) must provide a valid government picture ID. (i.e. Driver’s License, Passport)
  + Check or money order for $28.00 made out to the Borough of Audubon or exact cash. (If your photo ID does not have your current address, please attach another form of ID with your current address or two alternate forms of ID showing your mailing address.
* You may complete the first side of the attached application. However, do not complete the second side of the application before coming to the office. That must be completed in the presence of the Registrar.
* Once the application has been completed, there is a 72 hour waiting period before you can pick up your marriage license.
* Once the license is picked up, it is only valid for thirty days.