

Congratulations to you both and Thank you for trusting our Sturbridge office to take care of your intention to marry. There are so many things going on prior to your wedding that it is easy to forget all the instructions given to you from everyone you encounter. Here are a few reminders for our Couples.

\* First step is making sure you have selected a date, time and place for your wedding, and have made arrangements with an officiant.

\* An appointment is necessary for Marriage appointments.

\* The fee is $25.00, payable by check cash or charge (a fee is assessed for charge transactions)

\* You will need identification, such as license or passport with your current address listed

\* If your address is not updated on your ID then you will need to show proof of your residence (i.e. a utility bill, rental agreement etc.)

\* Other information you will need; Parents Full names, Mother’s Maiden Name, Name and address of the location where you will be married, and name address and phone number of your officiant.

\* There is a three-day waiting period for processing of your certificate

\* After the waiting period, You or someone you designate should come in to verify that all information on your marriage certificate is correct.

\* The certificate should be given to the officiant Prior to the ceremony, they will sign where indicated

and then return your certificate to our office in the envelope we provide for you. (BLACK INK ONLY!!)

\* After the marriage you must purchase copies of your certificate at a cost of $10.00 each, one is NOT automatically provided for you.

\* Your Marriage certificate will be archived here in Sturbridge should you ever need copies in the future.