



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798

Marriage Licenses

To Obtain a Marriage License in the Town of Penfield:

The Penfield Town Clerk's Office accepts applications for marriage licenses by appointment only. To schedule an appointment please call 340-8628.

- Both the Bride and Groom must be present and know their social security number.
- Both must show proof of identity (current name).
 - **We accept:** A photo driver's license, a DMV-issued photo non-driver's I.D., a valid passport, an employee picture I.D., original naturalization papers, or military photo I.D.
- Both must show proof of birth/age.
 - **We accept:** Birth certificate* (certificate of registration of birth cannot be used), baptismal certificate or elementary school transcript. (If not in English, original documents with original professional translation documents must be provided.)
- **Married Before?** We **must** see the final divorce decree for each marriage (i.e., if you have been married twice, we must see the decree from both marriages). In the case of a deceased spouse, please present the Death Certificate.
- After a marriage license is issued, it may be used after 24 hours and is valid for 60 days.
- The fee is \$40.00. The Town accepts cash, check or credit card. Checks payable to "Town of Penfield".

**Residents born in Monroe County may obtain a birth certificate at the Monroe County Health Department, Bureau of Vital Statistics, 111 Westfall Road, Rochester, New York 14692, (585) 753-2991.*

The Penfield Town Clerk's office is an issuing agent for the New York State Department of Health