

CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100
WWW.CITYOFASBURYPARK.COM



JOHN MOOR, MAYOR
AMY QUINN, DEPUTY MAYOR
EILEEN CHAPMAN, COUNCILPERSON
YVONNE CLAYTON, COUNCILPERSON
JESSE KENDLE, COUNCILPERSON

DONNA M. VIEIRO, CITY MANAGER
MELODY HARTSGROVE, RMC, CITY CLERK

Marriage & Civil Union License Application Instructions

Important Note: MARRIAGE APPLICATION SUBMISSIONS ARE BY APPOINTMENT ONLY

Couples Can Apply for a License in the City of Asbury Park if:

- Either applicant resides in Asbury Park and the ceremony will take place in New Jersey
- Applicants reside outside of New Jersey, but the ceremony is taking place in Asbury Park

To Apply:

- Download the application here:
 - [Marriage & Civil Union Application - English](#)
 - [Marriage & Civil Union Application - Spanish](#)
- Complete the application. Do NOT sign or date the "Oath or Affirmation of Applicants and Identifying Witness" section of the application. This will be signed by the applicants and witness in-person in front of the Registrar at your scheduled appointment time.
- To schedule an appointment, please call 732-502-5721.

Required Materials:

The following items must be brought to the City Clerk's Office at your scheduled appointment time:

- A witness who is at least 18 years old with Photo ID to prove age requirement
- Valid Photo Driver's License OR Passport (*IMPORTANT- If using a NJ Driver's License as photo ID, applicant's address submitted on the application MUST match the ID. If using a Passport, applicant MUST also provide proof of address via a copy of a utility bill, W-2, bank statement, etc.)
- Social Security Numbers
- Name of the municipality in which the ceremony will take place (the physical location, not the mailing address)
- Date of the ceremony
- Name and address of the person who is performing the ceremony
- Mothers' maiden names
- Place (State or Country) where parents were born

Please note: There is a 72- hour waiting period before the license can be issued. Licenses are only valid for 30 days from time of pick-up.