

# Marriage Officiant Registration Information

Office of the City Clerk, The City of New York

Please visit the website of the Office of the City Clerk at: [www.cityclerk.nyc.gov](http://www.cityclerk.nyc.gov)

For your reference below is some important information from the website:

## Introduction

- New York State Law requires any person who performs a Marriage Ceremony within the City of New York to register with our Manhattan office located at One Centre Street, New York, NY 10007.
- If you are planning to wed anywhere within the five boroughs of New York City, you should ask the person who is performing your Marriage Ceremony if they have registered.
- The registration requirement does not apply to Marriage Ceremonies performed anywhere else in the State of New York.

## Fee

- The fee to Register to perform Marriage Ceremonies is \$15 by credit card or money order payable to the City Clerk.

## Who is Eligible to Register

- Section 11 of the Domestic Relations Law of the State of New York shows the list of people who are eligible to perform Marriage Ceremonies within the State of New York.
- Generally, the following people may register:
  - Clergy members or ministers of any religion;
  - Leaders of the Society of Ethical Culture;
  - The Mayor or any former Mayor of the City of New York;
  - Federal, state, or local judges or justices, elected or appointed in the State of New York, who are currently serving or retired;
  - The Clerk of the Appellate Division of the First or Second Department; and
  - The County Clerk of any of the five counties in the City of New York.
- If you are a member of the above stated list and have not previously registered to perform Marriage Ceremonies in the City of New York, please continue reading to learn how to register.

## Registration Procedure

- If you wish to register as a Marriage Officiant, you must visit our Manhattan office during our regular business hours (see below). Attached is the application, you may also download a PDF file of the application from the City Clerks website.
- You must bring proper identification (see below) and the documentation required under the different options stated below. The requirements are different for each category of Officiant.

### Manhattan Office Information

Please note that offices open and close promptly at the hours stated below. Please allow for enough time to pass through security at each of our locations. Parties who do not have all of the necessary materials, such proper identification before the time the office closes, will need to return on another day.

Manhattan Office

Hours: 8:30 am to 3:45 pm, Monday through Friday

Municipal Building

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Office of the City Clerk, The City of New York

One Centre Street, 2nd Floor South

New York, NY 10007

Subway: Brooklyn Bridge Station on the 4, 5, & 6 lines; Park Place Station on the 2 & 3 lines;

City Hall Station on the N & R lines; Chambers Street Station on the A & C lines

Buses: M1, M6, M15, M22, M103, B51, & express buses serving City Hall area

[Get a map of the Manhattan office through the City Clerk's website](#)

## Identification Guidelines

We accept eight forms of identification for most of the services we provide. Expired identification is not accepted.

- Driver License with photograph (from the United States of America or any of its territories)
- Non-Driver Identification Card with photograph (from the United States of America or any of its territories)
- Learner Permit with photograph (from the United States of America or any of its territories)
- Active United States Military Identification Card
- Passport
- United States Certificate of Naturalization (good for 10 years after date of issue)
- United States Alien Registration Card
- United States Employment Authorization Card

## Procedure for Clergy Members and Religious Leaders

- If you are a clergy member or minister of any religious faith or a Leader of the Society for Ethical Culture, there are three registration procedure options depending on which most suits your organization or congregation.
- Option 1: Your denomination publishes a directory.
  - If you belong to a denomination that publishes a directory of its clergy, you may present the actual directory or a copy of the cover page of the directory and a copy of the page where your name is listed; or
  - If your name is not yet listed in a directory, you may present a letter from the denomination that publishes the directory, confirming your membership; or
  - If your name is not yet listed in a directory, you may also submit a certificate or letter that shows you graduated from the seminary or theological school of the denomination that publishes the directory.
- Option 2: Your denomination does not publish a directory, but issues Certificates of Ordination or Licenses to Minister.
  - If you do not belong to a denomination that publishes a directory, you may submit a copy of your ordination certificate, a License to Minister, or a letter of appointment from your denomination; and
  - If the Certificate of Ordination is not written in English, you must also provide an English translation; and
  - You must attach a letter from your local congregation that verifies that you are the pastor or associate pastor of the congregation and that your congregation consents to your registration with the Office of the City Clerk (download sample letter A from Clerks website); and
  - You must attach one of the following documents:
    - A copy of the church's Articles of Incorporation; or

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- A statement that lists the location of the church, the reason for the church's founding, the number of trustees of the church, the approximate size of the congregation, and how often the congregation meets (download sample letter B from Clerks website).
- Option 3: Your denomination does not publish a directory and does not issue Certificates of Ordination or Licenses to Minister.
  - If you do not belong to a denomination that publishes a directory and your denomination does not grant Certificates of Ordination or Licenses to Minister, you may still register by submitting a letter from your congregation that states that you are the recognized spiritual leader of the congregation and the congregation consents to your registration (download sample letter C from clerks website); and
  - You must attach one of the following documents:
    - A copy of the church's Articles of Incorporation; or
    - A statement that lists the location of the church, the reason for the church's founding, the number of trustees of the church, the approximate size of the congregation and how often the congregation meets (download sample letter B from Clerks website).
- Once you have completed the form using the correct option above, you must visit the Manhattan office to complete your registration if you are a resident of the City of New York.
- If you reside outside of the City of New York you may mail the signed and notarized application, a photocopy of your proper identification and your fee of \$15 by credit card or money order payable to the City Clerk.

### Completion of Registration

- Your registration is complete once you have signed the registry. After you pay the fee, you will receive a Certificate of Registration with your Registration Identification Number.
- Your Registration Identification Number can be used to speed the search for your record on a Marriage License or if you file a Change of Address with our office.



**THE CITY OF NEW YORK  
OFFICE OF THE CITY CLERK  
MARRIAGE LICENSE BUREAU  
MARRIAGE OFFICIANT REGISTRATION**  
(PRINT CLEARLY IN BLACK INK)

**Fee: \$15**

*Part 1*

Name:	Title:
Business Address:	Business Telephone No.:
Residential Address:	Residential Telephone No.:
Denomination (if applicable):	

(Fill out only **one** of the applicable sections below)

*Part 2 (For members of the clergy only)*

My denomination publishes a directory of clergy and (Check only one of the following)

- I have attached hereto a copy of the cover page of such directory as well as a copy of the page where my name appears; or
- I have attached a letter from the publishers of the directory confirming my listing in the directory; or
- I have attached proof of my graduation from \_\_\_\_\_ which pertains to the denomination listed in Part 1.

*Part 3 (For members of the clergy only)*

- My denomination does not publish a directory of clergy and
  - (a) I have attached hereto either (i) a copy of my ordination certificate (accompanied by an English translation, if necessary); or (ii) a "license to minister" or a letter of appointment from my religious body; and
  - (b) I have attached hereto a letter from my local congregation verifying that I am the pastor or associate pastor of that congregation and that such congregation consents to my registration; and
  - (c) I have attached hereto either (i) a copy of the church's articles of incorporation or (ii) a statement as to the location of the church, the reason for its founding, the number of trustees, the approximate size of its congregation and how often it meets.

*Part 4 (For members of the clergy only)*

- My denomination does not publish a directory of clergy and does not grant certificates of ordination or licenses to minister and
  - (a) I have attached hereto a letter from my congregation stating that I am the recognized spiritual leader of that congregation and that such congregation consents to my registration; and
  - (b) I have attached hereto a statement as to the location of the church, the reason for its founding, the number of trustees, the approximate size of its congregation and how often it meets.

*Part 5 (For other marriage officiants only)*

- I am a judge and have presented herewith identification that shows me to be a member of the judiciary of the Unified Court System of the State of New York.
- I am a retired judge and have presented herewith proof that I have been certified pursuant to paragraph (j) of subdivision two of Section 212 of the Judiciary Law.
- I am a \_\_\_\_\_ and have presented herewith identification that shows me to be holder of such office.

I solemnly swear, under penalty of perjury, that the foregoing information is true and correct and is herein stated to induce the City Clerk to register my name in the directory of marriage officiants pursuant to Section 11-b of the Domestic Relations Law.

X \_\_\_\_\_ Date: \_\_\_\_\_

**Signature (must be signed in the presence of clerk or notarized) DO NOT PRINT**

Identification presented:

Driver's license (USA & its territories only including learner's permit from New York only)	State	Exp. Date
Non-driver's identification card (USA & its territories only)	State	Exp. date
U. S. Military ID	Number	
Passport	Country	Exp. date
Permanent resident card (Resident alien card)	Number	
Certificate of naturalization	Number	
Other:		