

**State of Connecticut
Department of Public Health
Marriage License Worksheet**

NAME OF TOWN WHERE CEREMONY WILL TAKE PLACE: _____

DATE WHEN CEREMONY WILL TAKE PLACE: _____

Guidance for Each Row on backside	SPOUSE ONE				SPOUSE TWO			
A Applicant Info	Applicant's Phone Number: FULL NAME (First) (Middle) (Last) (Suffix)				Applicant's Phone Number: FULL NAME (First) (Middle) (Last) (Suffix)			
B Applicant Info	SEX	DATE OF BIRTH(MM/DD/YYYY)	AGE	BIRTHPLACE(US State or Foreign Country)	SEX	DATE OF BIRTH(MM/DD/YYYY)	AGE	BIRTHPLACE(US State or Foreign Country)
C Applicant Info	SUPERVISION OR CONTROL OF A CONSERVATOR ☐ YES ☐ NO		EDUCATION (Check the Highest Level Completed) ☐ 12th Grade or less, no Diploma ☐ Bachelors ☐ High School Graduate/GED Completed ☐ Masters ☐ Associates ☐ Doctorate or Professional degree		SUPERVISION OR CONTROL OF A CONSERVATOR ☐ YES ☐ NO		EDUCATION (Check the Highest Level Completed) ☐ 12th Grade or less, no Diploma ☐ Bachelors ☐ High School Graduate/GED Completed ☐ Masters ☐ Associates ☐ Doctorate or Professional degree	
D Applicant Info	RESIDENCE (# and Street Name)				RESIDENCE (# and Street Name)			
E Applicant Info	CITY/TOWN		COUNTY	US STATE (Or Foreign Country)	CITY/TOWN		COUNTY	US STATE (Or Foreign Country)
F Parent Info	FATHER/PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))				FATHER/PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., III, etc.))			
G Parent Info	MOTHER/ PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))				MOTHER/ PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))			
H Parent Info	FATHER/PARENT BIRTHPLACE (US State or Foreign Country)		MOTHER/PARENT BIRTHPLACE (US State or Foreign Country)		FATHER/PARENT BIRTHPLACE (US State or Foreign Country)		MOTHER/PARENT BIRTHPLACE (US State or Foreign Country)	
I Applicant Info	# OF THIS MARRIAGE/ CIVIL UNION	LAST RELATIONSHIP (MARRIAGE/CIVIL UNION) END BY: a. ☐ DEATH c. ☐ ANNULMENT b. ☐ DISSOLUTION d. ☐ PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER			# OF THIS MARRIAGE/ CIVIL UNION	LAST RELATIONSHIP (MARRIAGE/CIVIL UNION) END BY: a. ☐ DEATH c. ☐ ANNULMENT b. ☐ DISSOLUTION d. ☐ PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER		
J Applicant Info	SOCIAL SECURITY NUMBER – SPOUSE ONE				SOCIAL SECURITY NUMBER – SPOUSE TWO			
ENTER OFFICIANT INFORMATION	OFFICIANT'S FULL NAME (FIRST, MIDDLE, LAST, SUFFIX)							
	OFFICIANT'S FULL MAILING ADDRESS (#, Street Name, City/Town, State, Zip Code, Country)							
	OFFICIANTS PHONE NUMBER				TOWN WHERE MARRIAGE CEREMONY WILL BE PERFORMED (MUST BE SAME AS TOWN ISSUING MARRIAGE LICENSE)			

ATTENTION: THIS LICENSE IS ONLY VALID FOR USE IN THE TOWN OF NEWINGTON

Marriage Licenses are issued by appointment only. Please contact the office at the number below or by email at townclerk@newingtonct.gov to determine available times.

Newington Town Clerk, 200 Garfield Street – Newington, CT 06111, (860) 665-8545

Application Hours: 9:00 am to 4:00 pm Monday, Wednesday & Thursday; 9:00 am to 5:30 pm Tuesday; 9:00 am to 11:30 pm Friday

Both applicants/spouses must appear in person, with a government issued I.D., at the Town Clerk's Office to obtain a Marriage License. The license may be obtained no earlier than 65 days prior to the ceremony. License fee of \$50.00 and \$20.00 for optional certified copy to be mailed after the ceremony. Payment by cash or personal check only. Debit/credit cards cannot be accepted.

ROW A: SPOUSES' FULL NAME

- Each applicant/spouse must enter their full legal name as it is at the time of the application for a marriage license
- Full legal name includes First name, Middle Name, Last Name(s), Suffix, (if applicable)
- If an applicant/spouse's legal name includes two last names, include both on the worksheet/license even if you do not normally use both last names
- Suffix indicates a family relationship like using Jr., Sr., II, III, IV, and so on
- Do not abbreviate or use nicknames

ROW B: SPOUSES' SEX, DATE OF BIRTH, AGE, BIRTHPLACE

- Each applicant/spouse enters their sex as either F, M or X
- Each applicant/spouse enters their full date of birth in month (using 2 digits), day (using 2 digits), then year (using 4 digits); MM/DD/YYYY
- Each applicant/spouse enters the age they were at their last birthday
- Each applicant/spouse enters the state in the United States of America they were born (State Abbreviation is allowed. Examples: WV, CT, AL, TX...), or if not born in the US enter the name of the country where they were born

ROW C: CONSERVATORSHIP, EDUCATION COMPLETED

- If and applicant/spouse has a Conservator of Person, the written consent of the Conservator is required
- For proof of Conservator approval, a certified copy of the Conservator of Person order, a written notarized affidavit signed by the Conservator of Person and a photocopy of the Conservator of Person's valid government issued ID are required
- Each applicant/spouse check the box next to the highest education level they completed (check only one box per each applicant/spouse)

ROW D: RESIDENCE

- Each application/spouse must enter the house number and street name of the residence where their household is located. Include Apt or Unit number/Letter/Descriptor if you have one (ex: Apt 1, Unit B, Rear Apt, etc.)

ROW E: CITY/TOWN, COUNTY, US STATE (OR FOREIGN COUNTRY)

- Each applicant/spouse must enter the city or town and county in which their household is located
- Each applicant/spouse must enter the state in the United States in which their household is located
- If their household is in a country that is not the United States, enter the name of the country where the household is located. State is not required if country is not the us

ROW F: FATHER/PARENT FULL NAME

- Each applicant/spouse must enter their father/parent's full legal name prior to being married for the first time or name given at birth if never married
- If a father/parent's legal name includes two last names, include both on the worksheet/license even if they do not formally use both last names
- Suffix indicates a family relationship like using Jr., Sr., II, III, IV, and so on
- Do not abbreviate or use nicknames

ROW G: MOTHER/PARENT FULL NAME

- Each applicant/spouse must enter their mother/parent's full legal name prior to being married for the first time or name given at birth if never married
- If a mother/parent's legal name includes two last names, include both on the worksheet/license even if they do not formally use both last names.
- Suffix indicates a family relationship like using Jr., Sr., II, III, IV, and so on
- Do not abbreviate or use nicknames

ROW H: FATHER/PARENT BIRTHPLACE, MOTHER/PARENT BIRTHPLACE

- Each applicant/spouse must enter their father/parent's and the mother/parent's and their state of birth if born in the United States
- If parent was born in a country that is not the United States, enter only the name of the country where the parent was born

ROW I: NUMBER OF THIS MARRIAGE, LAST RELATIONSHIP ENDED BY

- Each applicant/spouse enter the total number of marriages (and Civil Unions if applicable) they have had including this one (ex: If this is your first marriage, enter 1; If you were married/in a Civil Union once before, enter 2; If married/in Civil Union twice before enter 3)

ROW J: SOCIAL SECURITY NUMBER

- Each applicant/spouse enters their Social Security number (SSN), if an applicant does not have an SSN, enter the word none