



## ONE-DAY MARRIAGE OFFICIANT LICENSE

A One-Day Marriage Officiant License allows any person eighteen years old and over to solemnize a Marriage Ceremony in New York State after obtaining a One-Day Marriage Officiant License from the Office of the Town Clerk where the couple is applying for the Marriage License. A One-Day Marriage Officiant does not have to be a resident of New York State. (Domestic Relations Law, Chapter 14, Article 3, Section 11-D)

The One-Day Marriage Officiant License fee is \$25.00 payable by check or money order made out to "The Waterford Town Clerk" or by cash (in-person transactions only).

Applicants do not need to apply in person. Mail in completed **notarized** original One-Day Marriage Officiant License application. Include a copy of proof of identification such as driver's license or passport and the \$25.00 fee to Waterford Town Clerk, 65 Broad Street, Waterford, NY 12188. The Town Clerk's Office will then complete the License Granted section and file with the marriage license. An application for a One-Day Marriage Officiant License may only be submitted **after** the parties-to-be-married have obtained their Marriage License from the same office and before the ceremony.

The One-Day Marriage Officiant License is valid only for the parties-to-be-married as listed on the license and expires upon the completion of such solemnization or the expiration of the marriage license, whichever occurs first. An application for a One-Day Marriage Officiant License may only be submitted **after** the parties-to-be-married have obtained their Marriage License.

A One-Day Marriage Officiant has the authority to solemnize a marriage anywhere in New York State, during the time limit the couple's marriage license is in effect. The officiant must ensure that the marriage license information is accurate and must complete the officiant information, bottom Section #'s 26-31, on the original marriage license. Once reviewed and completed, the officiant must file the completed marriage license with the Town Clerk within five days of the ceremony.

Once the application is approved, the applicant will be given copy of the granted license if requested.

April 2023



Waterford Town Clerk, Mary Shannon Carrigan  
65 Broad Street Waterford, NY 12188  
518-235-8282 [carriganm@town.waterford.ny.us](mailto:carriganm@town.waterford.ny.us)

**APPLICATION FOR ONE-DAY MARRIAGE OFFICIANT LICENSE**

Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Persons to be married (as appears on the marriage license)

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date of Solemnization \_\_\_\_\_ Location \_\_\_\_\_  
Name of locality City/Town/Village

Marriage License # \_\_\_\_\_ (Required) License Expiration Date: \_\_\_\_\_

I duly swear that the information provided above is true and accurate.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Subscribed & sworn to/affirmed before me \_\_\_\_\_  
(Town Clerk/Deputy Town Clerk/Notary)

LICENSE GRANTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

TOWN SEAL

\_\_\_\_\_ Town Clerk/Deputy Town Clerk

*Note: This license is valid only for the parties to be married as described above and shall expire after the marriage ceremony or the expiration of the marriage license, whichever occurs first.*