

# **APPLYING FOR A MARRIAGE OR CIVIL UNION LICENSE VIA VIDEO CONFERENCING**

Pursuant to Governor Murphy's Executive Order the City of Pleasantville's Vital Statistics Office is currently conducting marriage/civil union license applications via video conferencing using the Zoom application.

At least one (1) applicant must be a resident of Pleasantville to apply for marriage/civil union license within our municipality. All applicants/witness must have valid identification. The 72-hour waiting period has been waived pursuant to the Executive Order.

The application fee is: \$28 (check/money order only).

The applicant(s) must contact the City Clerk's Office at (609) 484-3600 to schedule a video conferencing appointment.

The City Clerk's Office will email the applicant(s) the login information to participate in the video conferencing for the scheduled date.

Once scheduling an appointment, the applicant(s) must obtain the marriage license application from our following website located under "Forms":

[www.pleasantville-nj.org](http://www.pleasantville-nj.org)

One witness is required (who must be least 18 years old) in order for the applicants to apply for a license. If both parties are unavailable to complete the application at the same time, either applicant may complete his/her part of the application with a witness, and the same witness must be present for the other applicant to complete his/her part.

If the applicant(s) does not speak English, there must be an interpreter along with a witness.

## **Video Conferencing**

- Login to Zoom from the email information previously sent from the City Clerk's Office.
- The applicants and witness will be asked to present their valid identification prior to commencing the process.
- The marriage/civil union license application must be readily available to complete before the Registrar.
- After completing the application, the applicants must forward the application, copy of identifications and application fee to the City Clerk's Office or deliver to our drop box, located at the Municipal Court Complex, 17 N First Street.

- Upon the Registrar receiving the application and payment, the license will be produced.

The license can be picked up at our office or mailed to the applicant.