SUMMARY OF
MARRIAGE AND CIVIL UNION LICENSE REQUIREMENTS

1. Both parties must apply and sign in person for a marriage or civil union license with the Town Clerk or Registrar of Vital Statistics in the ***TOWN*** where the ceremony will take place. The license is valid for 65 days.

2. The license fee is $30.00. The fee for a certified copy fee is $20.00. Payment may be made with cash or check made payable to "***Town of Vernon.***"

3. Information required:

   - Photographic Identification (Driver's License)
   - Full names of all four parents for both parties (including middle and maiden names).
   - Birth places of all four parents for both parties (town, state, country).

4. Please allow 20 minutes for processing the license. Arrive *at least 1/2 hour* before closing. The current Vernon Town Clerk hours are:

   - Monday - Wednesday 8:30am to 4:30pm
   - Thursday - 8:30am to 7:00pm
   - Friday - 8:30am to 1:00pm.

6. Before the ceremony is performed, the license should be given to officiating person (Minister or Justice of Peace). They must ***SIGN*** and ***DATE*** the license in ***BLACK*** ink after the ceremony is performed and return the license to the ***TOWN CLERK*** in the town where the ceremony takes place.

7. A certified copy will then be sent to the couple, if it was paid for at the time of application. Otherwise, they are welcome to come for, or request through the mail, a certified copy. The fee is $20.00 per copy.