

## Issuing a Marriage License during State of Emergency (covid-19)

\*The couple must contact the Town Clerk office to schedule a time for a video conference (available times between 9-4 pm on Mondays and Thursdays)

\*During the video conference, the couple must present valid driver's license /non-driver ID plus a passport or certified copy of birth certificate. If married previously, proof of dissolution of every subsequent marriage will need to be provided (death certificate/ divorce decree)

\*A \$40 licensing fee will be collected via credit /debit card at this time

\*The Clerk will complete the license application (affidavit) while on the video conference and email it to the couple to be checked for accuracy. The couple will print it up and sign the document while on video conference and then email it to the witness(es) as well as the clerk office.

\*On the day of the ceremony, the witness(es) will print up and sign the document (in section 31) then email it to the officiant

\*On the same day, the officiant will complete sections 26, 27,28 & 29, and email the completed document to the clerk office

**\*\*THIS MUST BE DONE ON THE DAY THE MARRIAGE TAKES PLACE\*\***

\*Upon return, the Town Clerk office will mail a certificate to couple at their designated address

Please note that your marriage license is good for 60-days (end date noted in box 25B). If for some reason you cannot be married during this time, and NY State still has a state of emergency declared, we will issue a new license at no charge. If the state of emergency has been dropped,there will be a \$40 fee for a new license.

If you have any questions, please call (716)957-1506 or email  
[arentz@tonawanda.ny.us](mailto:arentz@tonawanda.ny.us)