



TOWN OF JAY

Office of the Town Clerk

Carol Greenley Hackel
townclerk@townofjayny.gov

P.O. Box 730, 11 School Lane
Au Sable Forks, NY 12912

Telephone: (518) 647-2204
Fax: (518) 647-5692

Application for One-Day Marriage Officiant License

- The Town Clerk shall issue a one-day marriage officiant license upon request.
- Town Clerk shall charge a fee of \$25 (cash or check).
- The officiant must be 18 years of age or older, valid photo ID required and a copy will be retained with the application.
- The officiant does not need to be a resident of the Town of Jay or a resident of New York State.
- The one-day marriage officiant has the authority to solemnize a marriage as long as it is performed in accordance with other laws of the State of New York. Applicant must provide the exact date and location of the ceremony.
- The one-day marriage officiant has the authority to marry the couple anywhere in New York State.
- The applicant for a one-day marriage officiant license has to apply in the same Town Clerk's Office as where the couple received their marriage license, not where they're being married.
- If the applicant for the one-day marriage officiant license cannot appear in front of the Town Clerk, they need to attach a copy of the marriage license to the application and sign in the presence of a Notary Public.
- Once the one-day marriage officiant license is granted, the officiant may solemnize a marriage anywhere in New York State during the period of time during which the couple's marriage license is in effect.
- Once the marriage takes place, the marriage officiant must file the marriage license with the Town Clerk within five (5) days of the ceremony.



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Application for One-Day Marriage Officiant License

Applicant Name: _____ **Telephone #:** _____

Mailing Address: _____

Email Address: _____

Proof of Identity Presented: _____

Person to be Married (as appears on marriage license):

Name: _____ **Name:** _____

Address: _____ **Address:** _____

Date of Birth: _____ **Date of Birth:** _____

Place & Date of Marriage: _____

Date Marriage License Granted: _____ (attach copy of marriage license)

I duly swear/affirm under penalties of perjury that the information provided above is true and accurate.

Applicant Signature

Date

Subscribed and sworn, affirmed before me subject to penalties of perjury

Town Clerk/Deputy Town Clerk

Date

****Notary Public, if not signed by Town Clerk/Deputy Town Clerk**

Subscribed and sworn to/affirmed before me

State of: _____

County of: _____

The foregoing document was acknowledged before me on the ____ day of _____, _____.

Notary Public

My commission expires on: _____

****Note:** This license is only valid 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.

Received by Town Clerk/Deputy Town Clerk

Date