

TOWN OF
OFFICE OF THE TOWN CLERK

19 Maple Avenue
P.O. Box 552
Norfolk, CT 06058-0552



NORFOLK
NORFOLK, CONNECTICUT

Tel: (860) 542-5679
Fax: (860) 542-5274
TownClerk@NorfolkCT.org

TOWN CLERK'S OFFICE HOURS:
Monday through Thursday, 9:00 a.m. to 12, 1:00 p.m. to 4:00 p.m.
Closed Holidays

MARRIAGE LICENSE INFORMATION

We are currently open to the public and following social distancing guidelines. We require that marriage documents be completed and verified prior to arrival. Please call the office to make an appointment. We can only prepare a license for a marriage in Norfolk, CT.

In this packet, you will find the "marriage worksheet". Please complete and return by email. The information will be entered into the computer, and we will send the draft to you for review and finalize prior to printing the actual license. This will help to expedite the length of time you are in the office. If you have not filled out the paperwork prior to arrival, we cannot process a license on the spot.

Both parties must appear in person to sign the license. Please remember to bring some form of photo ID (driver's license or passport).

Once you sign the license, it is valid for 65 days.

Please contact this office if you have any questions. We want to make this process smooth and eventful as this is the beginning of your life as one.

Linda S. Perkins, Town Clerk
Deborah M. Nelson, Assistant Town Clerk

MASKS MAY BE WORN

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Marriage License Application Guidelines

- 1. Apply with the Registrar of Vital Statistics in the Town Clerk's office in the Town where the ceremony will take place, 65 days or less prior to the ceremony.**
- 2. Fill out the Marriage License Worksheet completely being sure to include the following:**
 - a. Your place of birth**
 - b. Where your parents were born**
 - c. Your mother's maiden name**
 - d. The date of your ceremony**
 - e. Supply the name and contact information of the officiant**
 - f. Copy of driver's license or ID**
- 3. Send/email completed worksheet to us, information must be verified prior to arrival.**
- 4. Make an appointment to come in and sign the license.**
- 5. Payment is expected at signing of license - \$50.00. If copies are requested, they are \$20.00 each. You will not get the original returned to you; it stays in our permanent records.**
- 6. Both parties must appear in person to sign the original certificate.**
- 7. Valid ID must be presented for each person.**

State of CT – Department of Public Health,

MARRIAGE LICENSE WORKSHEET

Town where Marriage Ceremony will be performed: Norfolk

Rev: 12/2021

SPOUSE 1				Spouse 2			
Name: First Middle Last			Name: First Middle Last				
Sex	Date of Birth (Mo., Day, Year)		Age*	Sex	Date of Birth (Mo., Day, Year)		Age*
Birthplace (State or Foreign Country)		Education (No of Years Completed)		Birthplace (State or Foreign Country)		Education (No of Years Completed)	
		Grades 1-8	Grades 9-12	College 1-5+			Grades 1-8
							Grades 8-12
							College 1-5+
Residence (Number and Street)				Residence (Number and Street)			
City or Town		County		State - Zip			
Supervision or Control by Guardian or Conservator: Yes ____ No ____				Supervision or Control by Guardian or Conservator: Yes ____ No ____			
Father/Parent Name (Last name Prior to First Marriage)				Father/Parent Name (Last name Prior to First Marriage)			
Mother/Parent Name (Last Name Prior to First Marriage)				Mother/Parent Name (Last Name Prior to First Marriage)			
Father/Parent Birthplace (State or Foreign Country)		Mother/Parent Birthplace (State or Foreign Country)		Father/Parent Birthplace (State or Foreign Country)		Mother/Parent Birthplace (State or Foreign Country)	
No. of this Marriage	No. of Civil Unions	If Previously in Marriage or Civil Union, Last Relationship was:		No. of this Marriage	No. of Civil Unions	If Previously in Marriage or Civil Union, Last Relationship was:	
		Marriage ____ or Civil Union ____				Marriage ____ or Civil Union ____	
LAST RELATIONSHIP ENDED BY: Death <input type="checkbox"/> Dissolution <input type="checkbox"/> Annulment <input type="checkbox"/>				LAST RELATIONSHIP ENDED BY: Death <input type="checkbox"/> Dissolution <input type="checkbox"/> Annulment <input type="checkbox"/>			
PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER ____				PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER ____			
Social Security Number:				Social Security Number:			
Mailing Address (If Different from Residence Address)				Mailing Address (If Different from Residence Address)			
Phone Number:				Phone Number:			
OFFICIATOR'S NAME:						Date of Ceremony:	
OFFICIATOR'S ADDRESS:						Officiator's Phone:	
APPLICATION FEE: \$50 Certified Copies \$20 Each Number of Certified Copies Requested _____				For Town Clerk Use Only Date Issued _____ Amount Collected _____		Town Clerk P. O. Box 552 Norfolk, CT 06058	

*If Minor, Probate Judge Permission is Required.