

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. by appointment
Closed Holidays

MARRIAGE LICENSE INFORMATION

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

Deborah M. Nelson, Town Clerk
and Registrar of Vital Statistics

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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 (City and State)**
 - c. Your mother's first and maiden name**
 - d. The date of your ceremony**
 - e. Supply the name, title (Minister or Justice of the Peace) and contact information of the officiant**
 - f. Copy of driver's license or Photo ID**
- 3. Send/email the completed worksheet to us, information must be verified prior to arrival.**
- 4. Make an appointment to come in and sign the license.**
- 5. Payment of \$70.00 is expected at signing of license which includes one copy for your records. 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.**