

# Application to Town Clerk for One Day Marriage Officiant

**APPLICANT INFORMATION**

Name of Applicant	(First)	(Middle)	(Last)
Mailing Address	Street Address	City	State Zip
Email Address: _____			
Date of Birth: _____ / _____ / _____	Telephone #: (____) _____		
Proof of Identity Presented	<input type="checkbox"/> Drivers License	<input type="checkbox"/> Passport	<input type="checkbox"/> Other _____

**COUPLE TO BE MARRIED INFORMATION**  
(as it appears on the marriage license)

(First) Name of Spouse 1	(First) Name of Spouse 2
(Middle)	(Middle)
(Last)	(Last)
Spouse 1 Date of Birth	Spouse 2 Date of Birth
Address of Spouse 1	Address of Spouse 2
Date of Marriage Ceremony	Register Number of Marriage License Issued

Signature of Applicant – ***Signature must be notarized or witnessed by the Town Clerk’s Office***

I duly swear/affirm that the information provided above is true and accurate

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

AFFIX NOTARY STAMP HERE

*Please Note: This license is valid only 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.*

**OFFICE USE ONLY**

<p>_____ Signature of Town Clerk / Deputy Town Clerk</p>	<p>License granted on this _____ day of _____, 20____</p>
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**\$25.00 Fee Collected**       Check     Cash     Credit Card

\_\_\_\_\_  
Initial of Collector

Lynne M. Buchanan  
*Town Clerk*

Tammy Kennedy  
*Deputy Town Clerk*

TOWN OF GUILDERLAND  
ALBANY COUNTY, ROUTE 20  
P.O. BOX 339  
GUILDERLAND, N.Y. 12084-0339  
(518) 356-1980  
FAX: (518) 356-3955



**BE SURE YOUR APPLICATION INCLUDES THE FOLLOWING:**

- A completed application form, including a notarized signature.
- A clear copy of your valid driver's license or non-driver's ID
- Payment of \$25.00

**PLEASE NOTE:**

- This license is valid only 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.
- An applicant for a one-day marriage officiant license must apply for such license in the same Town Clerk's Office that issued the marriage license. Such applicant shall not be required to personally appear.

**SEND YOUR COMPLETED APPLICATION TO:**

Town of Guilderland  
Lynne M. Buchanan  
PO Box 339  
Guilderland, NY 12084

**QUESTIONS?**

By phone: 518-356-1980  
By email: [TownClerk@togny.org](mailto:TownClerk@togny.org)