



Neptune

Township - NJ

Where Community, Business & Tourism Prosper

REQUIREMENTS FOR ENTERING INTO A CIVIL UNION:

For two people to establish a civil union in New Jersey, they must satisfy all of the following requirements:

1. Not be a party to another civil union, domestic partnership or marriage in this state or that is recognized by this state.¹
2. Be of the same sex.
3. Be at least 18 years of age, except that applicants under 18 may enter into a marriage with parental consent. Applicants under the age of 16 must obtain parental consent and have the consent approved in writing by any judge of the Superior Court, Chancery Division, Family Part.

WHERE TO APPLY:

1. You may apply in the New Jersey municipality registrar's office in which either person resides. The license is valid throughout the state.
2. If neither applicant lives in New Jersey, submit the application in the municipality registrar's office where the civil union ceremony will be performed. The license is only valid in the issuing municipality.

WHAT YOU SHOULD BRING WITH YOU WHEN YOU APPLY FOR A CIVIL UNION LICENSE:

1. If you are divorced, have had a previous civil union dissolved, domestic partnership terminated or have had a civil union annulled, please bring the decree(s) or the civil union annulment documents.
2. If your former spouse/civil union or domestic partner is deceased, please bring the death certificate.
3. A copy of your birth certificate, driver's license, passport or state I.D.
4. Proof of residency.
5. Your social security card or social security number.²
6. A witness, 18 years of age or older, who knows both applicants.
7. The \$28.00 application fee.³
8. Reaffirmation of civil union applicants, please bring previous civil union certificate.

Any documents in a foreign language must be accompanied by a certified English translation.

¹ Same sex couples who meet the above requirements and are registered as domestic partners may enter into a civil union with the same person without terminating their domestic partnership first, If the domestic partnership was registered in New Jersey, it automatically terminates when the civil union is registered. If the domestic partnership was registered in another state, that state's laws determine the impact on the domestic partnership. A couple that has previously entered into a civil union or a same-sex marriage shall apply for a Reaffirmation of Civil Union License.

² Your social security number is required by law and will be kept confidential.

³ We accept cash, in state checks and or money orders. Please endorse check or money order payable to 'Township of Neptune.' Out of State Checks are not accepted.

AFTER YOU APPLY:

There is a 72-hour waiting period before the license is issued. The waiting period begins when the application is filed with the Municipal Registrar, we are not available on Saturday and Sunday or any public holiday. Please keep this in mind in regard to the 72 hour waiting period, if a weekend ceremony is planned, application should be submitted no later than the preceding Tuesday. Applicants may obtain a Superior Court order, waiving the 72 hour period required by N.J.S.A. (37; 1-4). Monmouth county applicants should contact Freehold Superior Court at (732) 677-4125. If both parties are unavailable to complete the application at the same time, either applicant may complete his/her part of the application and start the waiting period. The other applicant must return with the same witness to finish application.

The Civil Union license application is valid for six months from the date accepted, unless the Registrar has given prior approval to extend the validity of the application to a maximum of one year.

Once the license is issued, it is good for 30 days from the date of issuance.

Only one Civil Union license may be granted from a Civil Union application. If the license expires before being used, a new application must be made and another \$28.00 fee remitted.

The only exception to this requirement is in the case where a civil and religious ceremony is to be performed on the same day. In this case, the Municipal Registrar will photocopy the Civil Union application, marking one 'A' and one 'B', and issue the corresponding Civil Union licenses, marking them 'A' and 'B' as well. One copy will be used for the religious ceremony and the other for the civil ceremony.

WHO CAN PERFORM A CIVIL UNION CEREMONY:

Each judge of the United States Court of Appeals for the Third Circuit, each judge of a federal district court, United States magistrate, judge of a municipal court, judge of the Superior Court, judge of a Tax Court, retired judge of the Superior Court or Tax Court, or judge of the Superior Court or Tax Court, the former County Court, the former County Juvenile and Domestic Relations Court, or the former County District Court who has resigned in good standing, surrogate of any county, county clerk and any mayor or the deputy mayor when authorized by the mayor, or chairman of any township committee or village president of this State, and every minister of every religion, are hereby authorized to solemnize civil unions between such persons as may lawfully enter into civil union; and every religious society, institution or organization in this State may join together in civil union such persons according to the rules and customs of the society, institution or organization(State Title 37: 1-13).

WHERE SHOULD THE CIVIL UNION RECORD BE FILED:

The person performing the ceremony must file the license and certificate with the Registrar of the municipality in which the ceremony was performed. Since failure to record the certificate may cause considerable inconvenience at a later date when proof of certificate is needed, you should make sure that this has been done.

Certified copies of the civil union event may be obtained from the local Registrar in the municipality where the ceremony occurred or from the State Bureau of Vital Statistics and Registration.

HOURS OF CIVIL UNION LICENSE PROCESSING:

Neptune Township Office of Vital Statistics is open Monday thru Friday 8:30am to 3:30pm for civil union license applications and civil union licenses. This will allow adequate time for submission of application and distribution of license processing. Our office is located at 25 Neptune Blvd., Neptune, NJ If we can be of assistance, please don't hesitate to contact us at (732) 988- 5200 Ext 221 between the hours of 8:30am to 4:30pm, Monday thru Friday.