



TOWN OF SHELTER ISLAND

38 NORTH FERRY ROAD - P.O. BOX 1549
SHELTER ISLAND, NEW YORK 11964-1549

DOROTHY S. OGAR
TOWN CLERK
REGISTRAR OF VITAL STATISTICS
FREEDOM OF INFORMATION OFFICER
RECORDS ACCESS OFFICER

ADMINISTRATIVE (631)-749-1166
FAX NUMBER (631)-749-3436
townclerk@shelterislandtown.us

Marriage License Information

Fee: \$40.00

Hours of Issuance: Monday - Friday 9 a.m. to 3:30 p.m.

Saturdays (June 15 - August 31) 9 a.m. to 11:30 a.m.

Applicants for a marriage license must appear together in person at the Town Clerk's Office. Each person is required to establish proof of age and identity by submitting one of the following age related documents (no other forms of identification may be substituted):

1. Birth Certificate;
2. Baptismal record including date and place of birth and parents' names;
3. Naturalization record; or
4. Census record.

Each person must also submit one of the following identity related documents:

1. Driver's License;
2. Passport;
3. Employment picture ID; or
4. Immigration record.

Please note that a Social Security card may not be used to establish proof of age and identity.

If either applicant has been previously married, they must submit divorce papers that include a court filing date.

The license is valid for 60 days from date of issuance, but it must be issued for at least 24 hours before it can be used. For example, if you are getting married at noon on a Saturday, you must obtain a marriage license by noon on the preceding Friday.

To be valid, a marriage ceremony must be performed by any of the individuals specified in Section 11 of the New York State Domestic Relations Law. These include the following:

- the mayor of a city or village;
- the former mayor, the city clerk or one of the deputy city clerks of a city of more than one million inhabitants;
- a justice or judge of the following courts: the U.S. Court of Appeals for the Second Circuit, the U.S. District Courts for the Northern, Southern, Eastern or Western Districts of New York, the New York State Court of Appeals, the Appellate Division of the New York State Supreme Court, the New York State Supreme Court, the Court of Claims, the Family Court, a Surrogates Court, the Civil and Criminal Courts of New York City (including Housing judges of the Civil Court) and other courts of record;
- a village, town or county justice;
- a member of the clergy or minister who has been officially ordained and granted authority to perform marriage ceremonies from a governing church body in accordance with the rules and regulations of the church body;
- a member of the clergy or minister who is not authorized by a governing church body but who has been chosen by a spiritual group to preside over their spiritual affairs;
- other officiants as specified by Section 11 of the Domestic Relations Law.

The person performing the ceremony must be registered with the City of New York in order to perform a ceremony within the New York City limits. The officiant does not have to be a resident of New York State. The Town of Shelter Island does not require marriage officiants to register with the Town. Ship captains are not authorized to perform marriage ceremonies in New York State.

Although the New York State Domestic Relations Law also allows for the governing body of any village, town, or city to appoint marriage officers, the Town of Shelter Island has not done so. As a result, no one in the Town Clerk's Office may perform a marriage ceremony. There are two Town Justices who may perform marriage ceremonies. You will need to contact the Justice Court at 631-749-8989 to make arrangements.

Pursuant to an opinion from the New York State Department of Health, individuals who have become ordained ministers online are not recognized by New York State. The State does not challenge who performs the marriage, but the marriage could be challenged later in court if the occasion arises.