



**OFFICE OF THE CITY CLERK**  
ROME CITY HALL, 198 N. WASHINGTON ST.  
ROME, NEW YORK 13440-5815  
PHONE: (315) 339-7659 FAX: (315) 838-1160  
WWW.ROMENEWYORK.COM

**REQUIREMENTS FOR OBTAINING A MARRIAGE LICENSE**

1. **Appointments are required in order to obtain marriage licenses.**
  - a. Please call (315) 339-7659 to schedule.
2. **Both the bride and groom must be present.**
3. **There is a \$40.00 license fee (*cash, card, or money order only*).**
4. **Each party's current driver license or equivalent identification is required.**
  - a. i.e. Passport, Sheriff ID card
5. **Birth certificates are required.**
  - a. Both must to be in good condition with no rips, tears, holes, or tape
  - b. Both must be certified with raised seals and list names of parents.
6. **Certified divorce decrees and/or certified death certificates are required for all prior marriages.**
7. **All documents must be in the English language.**
  - a. If any documents are in another language, certified translations must accompany the original documents. Translation services are available at the Utica Refugee Center—please call (315) 738-1083 for more information.
8. **Once a marriage license is issued, there is a 24-hour waiting period before it can be used.**
9. **Regular marriage licenses are valid for 60 days.**
  - a. If either party is active duty military, this period extends to 180 days.