

## Application process

- 1.** Our staff is available for couples to apply—you can still come and apply in person but by appointment only. Call 856-931-1546 to arrange a COVID safe appointment.
- 2.** Also available now is applying via a Zoom meeting which would be our preference for safety reasons. We can also set up a video conference with the couple and the witness. We would arrange using a Zoom meeting and we would provide you with the meeting access information.
- 3.** The couple would fill out the application on your end in advance BUT you would not sign it. You and the witness will sign while we are on the video call. Do not sign the application until we instruct you to. We will administer the oath and then tell you to sign so we can witness the signing. You will show your ID via your webcam, sign the form, and fax or scan over the application and all ID's to our office. Our fax number is 856-931-5167.
- 4.** Once we immediately receive the documents on our end, we will print and verify with the couple while on the video call, that we received the documents.
- 5.** We will then arrange with the couple to either pick up the license or have the license mailed to you. **The 72-hour waiting period is waived. The license expiration has been extended to 90 days.**

## Ceremony Process

- 1.** The couple, two witnesses, and officiant must all be in New Jersey
- 2.** The couple, two witnesses, and officiant must all be on the same live video call.
- 3.** The officiant will be provided the license beforehand and be able to perform the ceremony via video call. The couple will provide the license to the officiant prior to the ceremony.
- 4.** At the end of the ceremony, the officiant will view the ID for each party and the witnesses and proceed to sign the license. **The location of the officiant** will be the location of where the marriage took place in NJ.
- 5.** The officiant may scan or fax a copy of the license to the witnesses who will then sign the form and return it to the officiant.
- 6.** If the original document cannot be returned by mail to the local registrar, a completed scanned or faxed version of the form will be sent to the local registrar office. Again—this is the office where the marriage took place which is the location of the officiant at the time of the wedding.