

Marriage License By Appointment Only

NO WALK-INS WILL BE ACCEPTED.

In order to apply in Prospect, you must be getting married in Prospect. Each applicant must have a valid government issued photo identification.

Both parties must appear in person to sign the license, under oath, in the presence of one of the office Registrars.

The license is valid for 65 days from the date of issuance; your appointment date must be within the 65-day window of your date of marriage.

Applicants do not have to appear at the same time.

The fee to obtain a Marriage License is \$50. We suggest that couples order and pre-pay an additional \$20 for a certified copy, which will be mailed directly to them. A certified copy is required by Social Security and DMV to make a name change. It may also be required to add a spouse to another's health insurance. **This office only accepts CASH or CHECKS.**

Marriage license appointments are available Monday through Thursday, from 9:00 AM to 3:00 PM; and on Friday 9:00 AM to 1:00 PM. The complete process of application and transcription takes about 20 minutes.

To schedule an appointment

You must complete the Marriage License Worksheet with all requested information and **email it to our office along with copies of valid government issued identification (Driver's License or Passport)** for both parties to **townclerk@townofprospect.org**. Upon review of your documentation, we will contact you to schedule an appointment. Please include your phone number when submitting your documents.

- [Marriage License Worksheet Fillable \(PDF\)](#)

Helpful Tips...

- If you plan on a name change, please include your middle name on your license.
- Please include both first and last names of parents. (Mothers' maiden last name)

If you have any questions while filling out the application, please contact our office at 203-758-4461 or townclerk@townofprospect.org.

- [Justices of the Peace List \(PDF\)](#)

**State of Connecticut
Department of Public Health
Marriage License Worksheet**

NAME OF TOWN WHERE CEREMONY WILL TAKE PLACE: _____

DATE WHEN CEREMONY WILL TAKE PLACE: _____

Guidance for Each Row on backside	SPOUSE ONE				SPOUSE TWO																	
A Applicant Info	Applicant's Phone Number: FULL NAME (First) (Middle) (Last) (Suffix)				Applicant's Phone Number: FULL NAME (First) (Middle) (Last) (Suffix)																	
B Applicant Info	SEX	DATE OF BIRTH(MM/DD/YYYY)	AGE	BIRTHPLACE(US State or Foreign Country)	SEX	DATE OF BIRTH(MM/DD/YYYY)	AGE	BIRTHPLACE(US State or Foreign Country)														
C Applicant Info	SUPERVISION OR CONTROL OF A CONSERVATOR <input type="checkbox"/> YES <input type="checkbox"/> NO		EDUCATION (Check the Highest Level Completed) <input type="checkbox"/> 12th Grade or less, no Diploma <input type="checkbox"/> Bachelors <input type="checkbox"/> High School Graduate/GED Completed <input type="checkbox"/> Masters <input type="checkbox"/> Associates <input type="checkbox"/> Doctorate or Professional degree		SUPERVISION OR CONTROL OF A CONSERVATOR <input type="checkbox"/> YES <input type="checkbox"/> NO		EDUCATION (Check the Highest Level Completed) <input type="checkbox"/> 12th Grade or less, no Diploma <input type="checkbox"/> Bachelors <input type="checkbox"/> High School Graduate/GED Completed <input type="checkbox"/> Masters <input type="checkbox"/> Associates <input type="checkbox"/> Doctorate or Professional degree															
D Applicant Info	RESIDENCE (# and Street Name)				RESIDENCE (# and Street Name)																	
E Applicant Info	CITY/TOWN		COUNTY	US STATE (Or Foreign Country)	CITY/TOWN		COUNTY	US STATE (Or Foreign Country)														
F Parent Info	FATHER/PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))				FATHER/PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., III, etc.))																	
G Parent Info	MOTHER/ PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))				MOTHER/ PARENT FULL NAME (FIRST, MIDDLE, LAST NAME(s) PRIOR TO 1ST MARRIAGE, Suffix (ex. Jr., Sr., II, III, etc.))																	
H Parent Info	FATHER/PARENT BIRTHPLACE (US State or Foreign Country)		MOTHER/PARENT BIRTHPLACE (US State or Foreign Country)		FATHER/PARENT BIRTHPLACE (US State or Foreign Country)		MOTHER/PARENT BIRTHPLACE (US State or Foreign Country)															
I Applicant Info	# OF THIS MARRIAGE/ CIVIL UNION	LAST RELATIONSHIP (MARRIAGE/CIVIL UNION) END BY: a. <input type="checkbox"/> DEATH c. <input type="checkbox"/> ANNULMENT b. <input type="checkbox"/> DISSOLUTION d. <input type="checkbox"/> PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER			# OF THIS MARRIAGE/ CIVIL UNION	LAST RELATIONSHIP (MARRIAGE/CIVIL UNION) END BY: a. <input type="checkbox"/> DEATH c. <input type="checkbox"/> ANNULMENT b. <input type="checkbox"/> DISSOLUTION d. <input type="checkbox"/> PREVIOUS CIVIL UNION DID NOT END. MARRYING CIVIL UNION PARTNER																
J Applicant Info	SOCIAL SECURITY NUMBER – SPOUSE ONE				SOCIAL SECURITY NUMBER – SPOUSE TWO																	
ENTER OFFICIANT INFORMATION	OFFICIANT'S FULL NAME (FIRST, MIDDLE, LAST, SUFFIX)																					
	OFFICIANT'S FULL MAILING ADDRESS (#, Street Name, City/Town, State, Zip Code, Country)																					
	OFFICIANTS PHONE NUMBER				TOWN WHERE MARRIAGE CEREMONY WILL BE PERFORMED (MUST BE SAME AS TOWN ISSUING MARRIAGE LICENSE)																	

ROW A: SPOUSES' FULL NAME

- EACH APPLICANT/SPOUSE MUST ENTER THEIR FULL LEGAL NAME AS IT IS AT THE TIME OF THE APPLICATION FOR A MARRIAGE LICENSE
- FULL LEGAL NAME INCLUDES FIRST NAME, MIDDLE NAME, LAST NAME(S), SUFFIX, (IF APPLICABLE)
- IF AN APPLICANT/SPOUSE'S LEGAL NAME INCLUDES TWO LAST NAMES, INCLUDE BOTH ON THE WORKSHEET/LICENSE EVEN IF YOU DO NOT NORMALLY USE BOTH LAST NAMES
- SUFFIX INDICATES A FAMILY RELATIONSHIP LIKE USING Jr., Sr., II, III, IV, AND SO ON
- DO NOT ABBREVIATE OR USE NICKNAMES

ROW B: SPOUSES' SEX, DATE OF BIRTH, AGE, BIRTHPLACE

- EACH APPLICANT/SPOUSE ENTERS THEIR SEX AS EITHER F, M OR X
- EACH APPLICANT/SPOUSE ENTERS THEIR FULL DATE OF BIRTH IN MONTH (USING 2 DIGITS), DAY (USING 2 DIGITS), THEN YEAR (USING 4 DIGITS); MM/DD/YYYY
- EACH APPLICANT/SPOUSE ENTERS THE AGE THEY WERE AT THEIR LAST BIRTHDAY
- EACH APPLICANT/SPOUSE ENTERS THE STATE IN THE UNITED STATES OF AMERICA THEY WERE BORN (STATE ABBREVIATION IS ALLOWED. EXAMPLES: WV, CT, AL, TX...), OR IF NOT BORN IN THE US ENTER THE NAME OF THE COUNTRY WHERE THEY WERE BORN

ROW C: CONSERVATORSHIP, EDUCATION COMPLETED

- IF AN APPLICANT/SPOUSE HAS A CONSERVATOR OF PERSON, THE WRITTEN CONSENT OF THE CONSERVATOR IS REQUIRED
- FOR PROOF OF CONSERVATOR APPROVAL, A CERTIFIED COPY OF THE CONSERVATOR OF PERSON ORDER, A WRITTEN NOTARIZED AFFIDAVIT SIGNED BY THE CONSERVATOR OF PERSON, AND A PHOTOCOPY OF THE CONSERVATOR OF PERSON'S VALID GOVERNMENT ISSUED ID ARE REQUIRED
- EACH APPLICANT/SPOUSE CHECK THE BOX NEXT TO THE HIGHEST EDUCATION LEVEL THEY COMPLETED (CHECK ONLY ONE BOX PER EACH APPLICANT/SPOUSE)

ROW D: RESIDENCE

- EACH APPLICANT/SPOUSE MUST ENTER THE HOUSE NUMBER AND STREET NAME OF RESIDENCE WHERE THEIR HOUSEHOLD IS LOCATED. INCLUDE APT OR UNIT NUMBER/LETTER/DESCRIPTOR IF YOU HAVE ONE (EX: APT 1, UNIT B, REAR APT, ETC)

ROW E: CITY/TOWN, COUNTY, US STATE (OR FOREIGN COUNTRY)

- EACH APPLICANT/SPOUSE MUST ENTER THE CITY OR TOWN AND COUNTY IN WHICH THEIR HOUSEHOLD IS LOCATED
- EACH APPLICANT/SPOUSE MUST ENTER THE STATE IN THE UNITED STATES OF AMERICA IN WHICH THEIR HOUSEHOLD IS LOCATED
- IF THEIR HOUSEHOLD IS IN A COUNTRY THAT IS NOT THE UNITED STATES, ENTER THE NAME OF THE COUNTRY WHERE THE HOUSEHOLD IS LOCATED. STATE IS NOT REQUIRED IF COUNTRY IS NOT THE US

ROW F: FATHER/PARENT FULL NAME

- EACH APPLICANT/SPOUSE MUST ENTER THEIR FATHER/PARENT'S FULL LEGAL NAME PRIOR TO BEING MARRIED FOR THE FIRST TIME or NAME GIVEN AT BIRTH IF NEVER MARRIED
- IF A FATHER/PARENT'S LEGAL NAME INCLUDES TWO LAST NAMES, INCLUDE BOTH ON THE WORKSHEET/LICENSE EVEN IF THEY DO NOT NORMALLY USE BOTH LAST NAMES
- SUFFIX INDICATES A FAMILY RELATIONSHIP LIKE USING Jr., Sr., II, III, IV, AND SO ON
- DO NOT ABBREVIATE OR USE NICKNAMES

ROW G: MOTHER/PARENT FULL NAME

- EACH APPLICANT/SPOUSE MUST ENTER THEIR MOTHER/PARENT'S FULL LEGAL NAME PRIOR TO BEING MARRIED FOR THE FIRST TIME or NAME GIVEN AT BIRTH IF NEVER MARRIED
- IF A MOTHER/PARENT'S LEGAL NAME INCLUDES TWO LAST NAMES, INCLUDE BOTH ON THE WORKSHEET/LICENSE EVEN IF THEY DO NOT NORMALLY USE BOTH LAST NAMES
- SUFFIX INDICATES A FAMILY RELATIONSHIP LIKE USING Jr., Sr., II, III, IV, AND SO ON
- DO NOT ABBREVIATE OR USE NICKNAMES

ROW H: FATHER/PARENT BIRTHPLACE, MOTHER/PARENT BIRTHPLACE

- EACH APPLICANT/SPOUSE MUST ENTER THEIR FATHER/PARENT AND THEIR MOTHER/PARENT'S STATE OF BIRTH IF BORN IN THE UNITED STATES
- IF PARENT WAS BORN IN A COUNTRY THAT IS NOT THE UNITED STATES, ENTER ONLY THE NAME OF THE COUNTRY WHERE THE PARENT WAS BORN

ROW I: NUMBER OF THIS MARRIAGE, LAST RELATIONSHIP ENDED BY

- EACH APPLICANT/SPOUSE ENTERS THE TOTAL NUMBER OF MARRIAGES(AND CIVIL UNIONS IF APPLICABLE) THEY HAVE HAD INCLUDING THIS ONE (EX: IF THIS IS YOUR FIRST MARRIAGE, ENTER 1; IF YOU WERE MARRIED/IN CIVIL UNION ONCE BEFORE, ENTER 2; IF MARRIED/IN CIVIL UNION TWICE BEFORE ENTER 3)

ROW J: SOCIAL SECURITY NUMBER

- EACH APPLICANT/SPOUSE ENTERS THEIR SOCIAL SECURITY NUMBER (SSN), IF AN APPLICANT/SPOUSE DOES NOT HAVE AN SSN, ENTER THE WORD NONE