



City of Marlborough

Office of the City Clerk

140 Main Street
Marlborough, Massachusetts 01752
Telephone (508) 460-3775 Facsimile (508) 460-3723

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

INTENTION OF MARRIAGE RULES FOR APPLYING

- ✓ **YOU MUST APPEAR IN PERSON AND TOGETHER** at the City Clerk's Office. The marriage must take place in Massachusetts. We need the **DATE** of marriage, **PLACE** of marriage and **OFFICIANT NAME and ADDRESS** (this is the person performing your ceremony, i.e. priest, minister, rabbi, justice of the peace etc.) **If the Officiant is from out of State such as a family member or friend, they must apply for a Special Commission from the Secretary of State Office.** This Special Commission must be submitted to the Clerk's Office when you apply for the License.

Please Contact:

**Secretary of State, Commissions Divisions
McCormack Building – 17th floor
1 Ashburton Place
Boston, MA 02108
617 727-2836**

- ✓ **WAITING PERIOD** – There is a three (3) day waiting period which does not include the day you apply; it is three (3) full days, i.e. if you apply on a Monday you may receive the license on Thursday. You may obtain a three-day waiver from a Judge at the district court and must be presented at the time of filing the Marriage Intention.
- ✓ **EXPIRATION DATE** – The marriage must occur within **60 days** of filing the Intention.
- ✓ **FEES** – This office charges a fee of **\$25.00** for the filing of a marriage intention. Certified photocopies of the certificate of marriage are **\$10.00** each. Copies may be obtained in person or by mail.

I encourage anyone getting married to call our office and I will be more than happy to speak with applicants.