

## TO OBTAIN A MARRIAGE LICENSE IN MIDDLETOWN

1. One of the applicants must be a Middletown resident (license is valid anywhere in the State of Rhode Island) or both applicants from out of state (license valid only in Middletown).
2. Each must provide a current driver's license or state ID card with a certified copy of birth certificate in English.\*
3. If you have been previously married, you must provide a certified copy of your divorce decree (raised seal- final judgment) or certified copy of death certificate, which ever applies. The applicable document must be in English.\*
4. The application must be completed in its entirety.
5. Applicants are to be present prior to 3:30 pm to obtain a marriage license the same day.
6. Fee - \$24.00 cash or check payable to Town of Middletown
7. Licenses are valid for 90 days. If not used, the license must be returned to the Office of the Town Clerk, 350 East Main Road, Middletown, RI 02842.
8. All licenses must be completed in ballpoint black ink and returned within 72 hours of the marriage.

\*Documents requiring translation **must be** translated by The International Institute of Rhode Island. The Institute is located at 645 Elmwood Avenue, Providence, RI. Their phone number is 401-684-8666.

This office only accepts **original** certified copies of documents that are to be completely translated into English. Plain copies or faxed documents given the Institute and partial translations by the Institute are not accepted at this office. Original certified must accompany the translation.

The Clerk's office will make copies of both the original document and the translation. These will be attached to the application. The original document and translation will be returned to you.