

WORK SHEET FOR PREPARATION OF MARRIAGE LICENSE FORM

| LICENSE NUMBER | | COUNTY | | |
|--------------------------------------|---|--|------------------------------|---|
| 1a. NAME FIRST MIDDLE LAST | | | | 1b. LAST NAME PRIOR TO FIRST MARRIAGE (IF APPLIES) |
| 1c. GENDER (Optional) | 2a. RESIDENCE-STATE | 2b. COUNTY | 2c. CITY, TOWN, OR LOCATION | 2d. INSIDE CITY LIMITS (Specify Yes or No) |
| 2e. STREET AND NUMBER | | 3. BIRTHPLACE (COUNTY & STATE) | | 4a. DATE OF BIRTH (Month, Day, Year) |
| 5a. PARENT'S NAME AT PARENT'S BIRTH | | 5b. STATE OF BIRTH | 5c. ADDRESS (If Living) | |
| 6a. PARENT'S NAME AT PARENT'S BIRTH | | 6b. STATE OF BIRTH | 6c. ADDRESS (If Living) | |
| 7. RACE (Optional) | 8. NUMBER OF THIS MARRIAGE - FIRST, SECOND, ETC. (Specify) | 9. IF PREVIOUSLY MARRIED 9a. LAST MARRIAGE ENDED BY: Death, Divorce, Or Annulment (Specify) | | 9b. DATE MONTH YEAR |
| | | 10. EDUCATION-SPECIFY HIGHEST GRADE COMPLETED | | |
| | | ELEMENTARY (0, 1, 2, 3, 4, ... or 8) | | HIGH SCHOOL (1, 2, 3, or 4) |
| | | | | COLLEGE (1, 2, 3, 4, or 5) |
| 11a. NAME FIRST MIDDLE LAST | | | | 11b. LAST NAME PRIOR TO FIRST MARRIAGE (IF APPLIES) |
| 11c. GENDER (Optional) | 12a. RESIDENCE-STATE | 12b. COUNTY | 12c. CITY, TOWN, OR LOCATION | 12d. INSIDE CITY LIMITS (Specify Yes or No) |
| 12e. STREET AND NUMBER | | 13. BIRTHPLACE (COUNTY & STATE) | | 14a. DATE OF BIRTH (Month, Day, Year) |
| 15a. PARENT'S NAME AT PARENT'S BIRTH | | 15b. STATE OF BIRTH | 15c. ADDRESS (If Living) | |
| 16a. PARENT'S NAME AT PARENT'S BIRTH | | 16b. STATE OF BIRTH | 16c. ADDRESS (If Living) | |
| 17. RACE (Optional) | 18. NUMBER OF THIS MARRIAGE - FIRST, SECOND, ETC. (Specify) | 19. IF PREVIOUSLY MARRIED 19a. LAST MARRIAGE ENDED BY: Death, Divorce, Or Annulment (Specify) | | 19b. DATE MONTH YEAR |
| | | 20. EDUCATION-SPECIFY HIGHEST GRADE COMPLETED | | |
| | | ELEMENTARY (0, 1, 2, 3, 4, ... or 8) | | HIGH SCHOOL (1, 2, 3, or 4) |
| | | | | COLLEGE (1, 2, 3, 4, or 5) |

DHHS 1607 (Revised 11/2016)
N.C. Vital Records

N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES

RACE (Optional) ABBREVIATIONS

| | |
|------------------|--------|
| White | Wht |
| Black | Blk |
| African-American | AfrAm |
| American Indian | AmInd |
| Alaska Native | AlaNat |
| Asian Indian | AsInd |
| Chinese | Chin |
| Filipino | Fili |
| Japanese | Japa |
| Korean | Kore |
| Vietnamese | Viet |
| Other Asian | OAsi |

RACE (Optional) ABBREVIATIONS

| | |
|-------------------------------|---------|
| Native Hawaiian | NatHaw |
| Guamarian | Guam |
| Chamorro | Cham |
| Samoan | Samo |
| Other Pacific Islander | OPacIs |
| Mexican | Mexi |
| Mexican-American | MexAm |
| Chicano | Chica |
| Puerto Rican | PueRi |
| Cuban | Cuba |
| Other Spanish/Hispanic/Latino | OSpHiLa |
| Other | Oth |

MARRIAGE APPLICATION REQUIREMENTS

Marriage License are issued between the hours of 8:00am and 5:00pm Monday through Friday, excluding holidays.

Applicants are requested to arrive at our office prior to 4:30pm. Our office is located in the Montgomery County Administration Building, second floor, at 102 East Spring Street, Troy, NC 27371- (910)-576-4221

The fee for the license is \$60.00 cash only.

To obtain a marriage license both applicants must present a valid identification and Social Security cards.

Marriage license will be issued in the name as it appears on the identification.

Applicants must present a valid picture ID issued by the federal or state government. Example: current drivers license, valid passport, current DMV ID card (may be verified)

Identification Requirements:

Applicants who are 16-17 years old must have consent from a parent with full custody or both parents with joint custody or a person, agency, or institution having legal custody or serving as legal guardian of the applicant. Documentation of custody, if applicable, must be presented at the time of application.

1. Over 21: All applicants must present a valid Driver's License or photo identification issued by a US Government Agency.
2. Under 21: All applicants must present a valid Driver's License or photo identification issued by a US Government Agency plus a certified copy of their birth certificate OR alien registration issued by the US Immigration and Naturalization Service: Foreign certificates must be accompanied by a notarized translation of the certificate in English Language.
Foreign passports will be accepted if in English Language.

***A Matricular Consular or other similar documents, other than a valid passport issued by a Consulate or Embassy or another country, is not acceptable for use in determining a person's actual identity or residency. N.C. Session Law 2015-294.*

Applicants must provide a valid Social Security number. Presenting a Social Security card, W-2 form or income tax return with the SS number, will satisfy the verification requirement.

Applicants who are not eligible for a Social Security number may obtain a marriage license by presenting a notarized affidavit (affidavit form can be picked up in our office) that states "I have not been issued a Social Security number by the US Government and I am not eligible to obtain one".

Date of divorce or date of death of previous spouse is required where applicable. If divorce date is within the previous year of obtaining the license, the applicant must present valid divorce papers.

****You may be asked for other information as well as or different from the stated above.**

The License is valid for 60 days from the date it was issued.

MONTGOMERY COUNTY REGISTER OF DEEDS OFFICE:

Marriage Fee Disbursement: \$5.00 to the State for Children's Trust Fund
 \$30.00 to the State for Domestic Violence Fund
 \$25.00 to the County of Montgomery

Total=\$60.00

Certified Copies of a marriage license issued in Montgomery County may be requested in person (with proper ID) or requested by mail (with copy of ID included) the address is Montgomery County Register of Deeds Office, PO Box 695, Troy NC 27371. The Fee is \$10.00 per certified copy. See website for requesting a certified copy online at www.montgomeryrod.net or www.montgomerycountync.com.

For more information, including office hours, fees, or to have the ceremony performed by the Magistrate call (910) 572-2866.