

# 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)		4b. AGE
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)		IF PREVIOUSLY MARRIED			10. EDUCATION-SPECIFY HIGHEST GRADE COMPLETED	
			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)		14b. AGE
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)		IF PREVIOUSLY MARRIED			20. EDUCATION-SPECIFY HIGHEST GRADE COMPLETED	
			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)

**APPLICANT 1**

**APPLICANT 2**

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

N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES

<u>RACE (Optional)</u>	<u>ABBREVIATIONS</u>
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

<u>RACE (Optional)</u>	<u>ABBREVIATIONS</u>
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

**Effective: 02/04/2025**

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 in the Montgomery County Administration Building, second floor, at 102 East Spring Street, Troy, NC 27371- (910)-576-4271

The fee for the license is \$60.00 cash or card

To obtain a marriage license both applicants must present 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 (maybe verified)

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.

Applicants who are 14-15 years old must present a certified copy of a Court Order issued by a District Court Judge authorizing the marriage along with identification requirements.

Identification Requirements:

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 or 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 document, 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.

**\*\*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](http://www.montgomeryrod.net) or

[www.montgomerycountync.com](http://www.montgomerycountync.com).

Magistrate Phone number 910-572-2866