

City of Passaic  
City Clerk's Office  
Vital Statistics

**MARRIAGE CERTIFICATE REQUESTS**

The Office of Vital Statistics ONLY issues marriage certificates to persons who establish themselves as the subject of the marriage record, the subject's parent, legal guardian, legal representative, spouse, child, grandchild or sibling if of legal age.

To request a marriage certificate, you must provide the following:

1. The full maiden name of the bride, the full name of the groom, and the date of marriage.
2. Proof of identity in the form of photo identification such as a photo driver's license or passport. If you do not have a photo driver's license or passport, you must provide two alternate forms of identification such as:

Alternate forms of ID are:

- Vehicle registration
- Vehicle Insurance Card
- Voter Registration
- US/Foreign Passport
- Immigrant Visa
- Permanent Resident Card (Green card)
- Federal, State and County ID
- School ID
- Utility bill (within the previous 90 days)
- Bank Statement (within previous 90 days)
- Tax Return or W-2 for current or previous year

3. The fee per certificate is \$10.00. All mail-in requests must be paid by money order only. In-person requests may only be paid in cash or by money order. **No personal checks are accepted.**

**If you are NOT the person named in the marriage record, you must:**

- Be the parent, legal guardian or legal representative, spouse, child, grandchild, or sibling to receive a copy of the record.
- Present proof of your direct relationship in the form of a copy or copies of any of the following documents: a birth certificate(s), which show(s) your relationship, marriage certificate, which shows you are a spouse, court order, last will/testament, or power of attorney.
- You must provide all of the items in 1 through 3 above.