

# “How to” Guide for Online Marriage/Civil Union

COVID-19 Response



## Application process



1. If your office is still open for couples to apply, they may still come and apply in person.
2. If the couple cannot come to the office or your office is closed, please set up a video conference with the couple.
3. The couple may fill out the application on their end, sign, and have the witness sign while on a video call with you. They will show their id via their webcam, sign the form, and fax or scan over the application and all id's.
4. Once you immediately receive the documents on your end, you will print and verify with the couple on the video call, that you received the documents.
5. Please arrange with the couple if they wish to pick up the license or have the license mailed to them. **The 72-hour waiting period is waived. The license expiration has been extended to 90 days.**

## Ceremony Process



1. The couple, 2 witnesses, and officiant must all be in New Jersey
2. The couple, 2 witnesses, and officiant must all be on the same live video call.
3. The officiant will be provided the license beforehand and be able to perform the ceremony via video call
4. At the end of the ceremony, the officiant will view the id for each party and witnesses and proceed to sign the license indicating the place of marriage to be the location of the officiant within NJ.
5. The officiant may scan or fax a copy of the license to the witnesses who will then sign the form.
6. If the original document cannot be returned by mail to the registrar, a completed scanned, or faxed version of the form will be sent to the local registrar office where the officiant recorded the place of event on the form.

## Receiving an Online Marriage



1. Upon receipt of the online certificate, the local registrar will accept the record only if the place of marriage indicates their municipality. If the event recorded is not of that municipality, forward to the respective town.
2. The registrar will print the form if sent electronically and sign in the local registrar section.
3. The form will be mailed to OVSR along with all other marriages.