

There are two parts to the *Marriage License* process in Massachusetts.

- 1) MARRIAGE INTENTION FORMS must be completed no more than 60 days before the marriage takes place (and expire 60 days from the date of issue). **BOTH PARTIES MUST APPEAR IN PERSON** at the Town Clerk's Office. The fee is \$30.00. There is a **MANDATORY 3 DAY WAITING PERIOD** before you can obtain your marriage certificate (weekends are included in the 3 day count).
- 2) MARRIAGE CERTIFICATES. Once married, you may **obtain** certified copies of your certificate in the Town Clerk's Office; or, if requesting **by mail**, please submit a written request which states the names of both parties, the marriage date, and how many copies you are requesting. Include a self-addressed, stamped envelope and a check payable to the **Town of Lanesborough**. The fee is \$15.00 per certified copy.

Mail to: Town Clerk
Newton Memorial Town Hall
P.O. Box 1492
Lanesborough, MA 01237