

Crystal D. Gilliard
Union County Register of Deeds

P.O. Box 248
Monroe, NC 28111-0248
704-283-3610/704-283-3796/704-282-0201

All licenses issued in NC are for ceremonies performed ONLY in NC and are issued no more than 60 days before the ceremony.

1. Complete the “Application for Marriage License”.
2. License fee is \$60. We accept cash, money orders or credit card payments. The fee is non-refundable. *(Additional fee if paying by credit card)*
3. Licenses are issued Monday thru Friday from 8:30 a.m. to 4:00 p.m.
4. Our office is located in the Union County Government Center, 500 North Main Street, 2nd Floor, Suite 258 – Vital Records Department.
5. If married by ordained minister, must have name, address and phone number.
6. You **must** provide an interpreter if you have any difficulty in speaking and/or reading English. The interpreter must be over 18 years of age and not related to parties receiving the license.
7. Must know divorce or death date (month and year).
8. **16 to 17 year olds (cannot marry someone more than 4 years older)** must have the following:
 - a. Valid current State issued ID (***name must match social security card or W2***)
 - b. Certified birth certificate (with raised seal)
 - c. Must be accompanied by parents (if parents are divorced, only parent w/legal custody necessary. (Must provide certified proof of custody)
 - d. Parents must have valid current State issued ID or drivers license from DMV, military ID or passport.
 - e. Applicants must provide social security cards or current year tax return, or W2. (***name must match ID***)
 - f. **If divorced or widowed in the year prior to marriage application, you must supply certified divorce or death certificate.**
9. **18 years and older** must have the following:
 - a. Valid current State issued ID or drivers license from DMV, military ID or passport. (***name must match social security card or W2***)
 - b. Applicants must provide social security cards or current year tax return, or W2. (***name must match ID***)
 - c. **If you were not born in the United States, you must have certified birth certificate (with raised seal).** (*with parent’s name on birth certificate*)
 - d. **If divorced or widowed in the year prior to marriage application, you must supply certified divorce or death certificate.**
10. You are encouraged to obtain your license a few days before your wedding, in the event there may be a problem with your documents.

- If you plan to get married at the Magistrate’s office, you must make an appointment before obtaining a marriage license.

MAGISTRATE OFFICE INFORMATION

Phone number

704-292-2746 (choose option #8)

- **Fee is \$50 cash**
- 3344 Presson Road, Monroe (located at the Union County Sheriff’s Office/Jail Complex)
- Applicants must provide 2 witnesses and must be over 18 years of age.
- Applicants must provide interpreter when necessary.