

Borough of Spring Lake Heights  
 Registrar Office  
 555 Brighton Avenue  
 Spring Lake Heights, NJ 07762  
 (732)449-3500

## Instructions for the Handling and Processing of Your Marriage License

1. Please give the attached certificates to your officiant to complete.
  - a. The officiant will complete sections 3, 4, 5a, 5b, and 5c (yellow & green highlight)
    - i. Please only indicate the **municipality** and **county** on line 3. **Do not** include address, location, or venue. (yellow highlight)
  - b. You will need two witnesses on the date of your ceremony.
    - i. The witnesses will complete 6a, 6b, 6c and 7a, 7b, and 7c respectively. (orange & blue highlights)
2. Please be careful when filling out the required information because the **State of New Jersey will not accept strikeouts or whiteouts.**
  - a. If there is a whiteout and/or strikeout a duplicate original will be required, which will delay the issuance of certified copies.
  - b. If there is an error made when filling out the certificates, an amendment will need to be completed, which will delay the issuance of certified copies.
3. After the certificates are filled out in their entirety they should be distributed as follows:
  - a. **Both white copies are submitted to the local registrar of the municipality where the ceremony took place.**
  - b. The pink copy is retained by the couple. Please note this is not a legal document.
  - c. The blue copy is retained by the officiant.
4. After the certificates are filed in the municipality in which the marriage occurred, an application for certified copies can be made. Certified copies are needed for:
 

|                                       |             |
|---------------------------------------|-------------|
| a. Change of name with Motor Vehicles | d. Passport |
| b. Health insurance coverage          | e. Banking  |
| c. Social Security                    |             |
5. Spring Lake Heights's application for certified copies and instructions on how to obtain a certified copy can be found at [www.springlakehts.com](http://www.springlakehts.com)
  - a. Spring Lake Height's fees are \$10.00 for first copy, \$50.00 for additional copies.
  - b. We accept checks made payable to the Borough of Spring Lake Heights.

| Local Registrar File No. | NEW JERSEY DEPARTMENT OF HEALTH<br>CERTIFICATE OF MARRIAGE   | FOR STATE USE ONLY                                      |
|--------------------------|--|---|
|                          | See reverse side for instruction.  |   |
|                          | 1. FULL NAME OF SPOUSE A (List name given at birth or on birth certificate/Maiden name)                                      |   |
| Place                    | 2. FULL NAME OF SPOUSE B (List name given at birth or on birth certificate/Maiden name)                                      |   |
|                          | 3. PLACE OF MARRIAGE (MUNICIPALITY AND COUNTY)<br><b>LOCATION OF CEREMONY: MUNICIPALITY AND COUNTY (not mailing address)</b> | 4. DATE OF MARRIAGE<br><b>DATE OF CEREMONY</b>          |
|                          | 5a. PRINTED NAME OF PERSON PERFORMING CEREMONY<br><b>OFFICIANT NAME - PLEASE PRINT CLEARLY</b>                               | 5b. SIGNATURE OF PERSON PERFORMING CEREMONY<br><b>X</b> |
|                          | 5c. TITLE ADDRESS<br><b>TITLE OF OFFICIANT (I.E. MINISTER, PASTOR, REVEREND, PRIEST, JUDGE)</b>                              | STATE ZIP CODE  |
|                          | 6a. PRINTED NAME OF WITNESS<br><b>1<sup>ST</sup> WITNESS - FULL NAME</b>   | 6b. SIGNATURE OF WITNESS<br><b>X</b>                    |
|                          | 6c. ADDRESS<br><b>1<sup>ST</sup> WITNESS - FULL ADDRESS</b>  | CITY STATE ZIP CODE                                     |
|                          | 7a. PRINTED NAME OF WITNESS<br><b>2<sup>ND</sup> WITNESS - FULL NAME</b>   | 7b. SIGNATURE OF WITNESS<br><b>X</b>                    |
|                          | 7c. ADDRESS<br><b>2<sup>ND</sup> WITNESS - FULL ADDRESS</b>  | CITY STATE ZIP CODE                                     |
|                          | 8a. SIGNATURE OF LOCAL REGISTRAR<br><b>X</b>   | 8b. DATE RECEIVED                                       |

**\*\*PLEASE PRINT CLEARLY & LEGIBLY ON ALL FOUR (4) COPIES\*\***

**Please refer to back page for venue information.**

**These venues are located in Spring Lake Heights**

|  |  |  |  |
|--|--|--|--|
| <p align="center">The Mill Lakeside Manor<br/>101 Old Mill Road<br/>Spring Lake Heights, NJ 07762<br/><b>INSIDE ONLY</b></p> | <p align="center">Spring Lake Manor<br/>415 State Highway 71<br/>Spring Lake Heights, NJ 07762</p> | <p align="center">Doolan's Shore Club<br/>700 State Highway 71<br/>Spring Lake Heights, NJ 07762</p> | <p align="center">Wall Methodist Church<br/>2414 Old Mill Road<br/>Spring Lake Heights, NJ 07762</p> |
|--|--|--|--|

If you are married outside of Spring Lake Heights, send the white copies, 1 and 2, of your certificate to the registrar of the municipality that the ceremony took place.

**For your convenience, below is contact information for Registrar offices in Monmouth County!**

|   |   |  |  |   |
|---|---|--|--|---|
| <p><b>Asbury Park City</b><br/>1 Municipal Plaza<br/>Asbury Park, NJ 07712<br/>Phone: 732-502-5721</p>  | <p><b>Fair Haven Borough</b><br/>Municipal Building<br/>748 River Road<br/>Fair Haven, NJ 07704<br/>Phone: (732) 747-0241<br/>Fax: (732) 747-6962</p> | <p><b>Keyport Borough</b><br/>70 West Front Street<br/>Keyport, NJ 07735<br/>Phone: (732) 739-5136<br/>Fax: (732) 739-3479</p>                                   | <p><b>Matawan Borough</b><br/>Registrar's Office<br/>201 Broad Street<br/>Matawan, NJ 07747<br/>Phone: 732-566-3898 Fax:<br/>732-566-0036</p>                  | <p><b>Point Pleasant Borough</b><br/>P.O. Box 25<br/>2233 Bridge Avenue<br/>Point Pleasant, NJ 08742<br/>Phone: (732) 892-4183</p>                      |
| <p><b>Atlantic Highlands</b><br/>100 First Avenue<br/>Atlantic Highlands, NJ 07716<br/>Phone: (732) 291-1444<br/>Fax: (732) 291-9725</p>      | <p><b>Farmingdale Borough</b><br/>P.O. Box 58<br/>11 Asbury Avenue<br/>Farmingdale, NJ 07727<br/>Phone: (732) 938-4077<br/>Fax: (732) 938-2023</p>    | <p><b>Lake Como</b><br/>P.O. Box 569<br/>1740 Main Street<br/>Lake Como, NJ 07719<br/>Phone: (732) 681-3232<br/>Fax: (732) 681-8981</p>                          | <p><b>Middletown Township</b><br/>180 Main Street<br/>Port Monmouth, NJ 07758<br/>Phone: (732) 615-2094<br/>Fax: (732) 671-8697</p>                            | <p><b>Red Bank Borough</b><br/>P.O. Box 868<br/>90 Monmouth Street<br/>Red Bank, NJ 07701<br/>Phone: (732) 530-2755<br/>Fax: (732) 530-2757</p>         |
| <p><b>Avon-By-The-Sea</b><br/>Municipal Building<br/>301 Main Street<br/>Avon, NJ 07717<br/>Phone: 732-502-4510<br/>Fax: 732-774-0605</p>     | <p><b>Freehold Borough</b><br/>51 West Main Street<br/>Freehold, NJ 07728<br/>Phone: 732-462-1259</p>   | <p><b>Little Silver Borough</b><br/>Municipal Building<br/>480 Prospect Avenue<br/>Little Silver, NJ 07739<br/>Phone: (732) 842-2400<br/>Fax: (732) 219-0581</p> | <p><b>Monmouth Beach</b><br/>22 Beach Road<br/>Monmouth Beach, NJ<br/>07750<br/>Phone: (732) 229-2204<br/>Fax: (732) 870-8245</p>                              | <p><b>Rumson Borough</b><br/>Borough Hall<br/>80 E. River Road<br/>Rumson, NJ 07760<br/>Phone: (732) 842-3300</p>                                       |
| <p><b>Belmar Borough</b><br/>P.O. Box A<br/>601 Main Street<br/>Belmar, NJ 07719<br/>Phone: (732) 681-3700<br/>Fax: (732) 681-3434</p>        | <p><b>Freehold Township 1</b><br/>Municipal Plaza<br/>Freehold, NJ 07728<br/>Phone: (732) 294-2010<br/>Fax: (732) 462-7910</p>                        | <p><b>Loch Arbour Village</b><br/>550 Main Street<br/>Loch Arbour, NJ 07711<br/>Phone: 732-531-4704</p>  | <p><b>Neptune Township</b><br/>25 Neptune Boulevard<br/>P.O. Box 1125<br/>Neptune, NJ 07753<br/>Phone: (732) 988-5200<br/>Fax: (732) 988-6433</p>              | <p><b>Sea Bright Borough</b><br/>1167 Ocean Avenue<br/>Sea Bright, NJ 07760<br/>Phone: 732-842-0099<br/>Fax: 732-741-3116</p>                           |
| <p><b>Bradley Beach</b><br/>Borough Hall<br/>701 Main Street<br/>Bradley Beach, NJ 07720<br/>Phone: (732) 776-2983<br/>Fax: (732) 7754782</p> | <p><b>Hazlet Township</b><br/>1766 Union Ave<br/>Hazlet, NJ 07730-2444<br/>Phone: (732) 264-1700<br/>Fax: (732) 264-1785</p>                          | <p><b>Long Branch City</b><br/>344 Broadway<br/>Long Branch, NJ 07740<br/>Phone: (732) 571-5665<br/>Fax: (732) 222-1516</p>                                      | <p><b>Ocean Township</b><br/>Town Hall<br/>399 Monmouth Road<br/>Oakhurst, NJ 07755<br/>Phone: (732)531-5000</p>   | <p><b>Sea Girt Borough</b><br/>PO Box 296<br/>321 Baltimore Blvd.<br/>Sea Girt, NJ 08750<br/>Phone: 732-449-9433<br/>Fax:732-974-8296</p>               |
| <p><b>Brielle Borough</b><br/>601 Union Lane<br/>P.O. Box 445<br/>Brielle, NJ 08730<br/>Phone: 732-528-6600<br/>Fax: 732-528-7186</p>         | <p><b>Highlands Borough</b><br/>171 Bay Avenue<br/>Highlands, NJ 07732<br/>Phone: (732) 872-1224<br/>Fax: (732) 872-0670</p>                          | <p><b>Manalapan Township</b><br/>120 Rt. 522<br/>Manalapan, NJ 07726<br/>Phone: (732) 446-8346<br/>Fax: (732) 446-1576</p>                                       | <p><b>Oceanport Borough</b><br/>22211 Monmouth Blvd.<br/>Oceanport, NJ 07757<br/>Phone: 732-222-8179<br/>Fax:732-222-094</p>                                   | <p><b>Shrewsbury Borough</b><br/>419 Sycamore Avenue<br/>P.O. Box 7420<br/>Shrewsbury, NJ 07702<br/>Phone: (732) 741-4200<br/>Fax: (732) 741-6549</p>   |
| <p><b>Colts Neck Township</b><br/>124 Cedar Drive<br/>Colts Neck, NJ 07722<br/>Phone: (732) 409-7135<br/>Fax: (732) 462-5470</p>              | <p><b>Holmdel Township</b><br/>4 Crawfords Corner Rd<br/>Holmdel, NJ 07733<br/>Phone: 732-946-2820<br/>Fax: 732-946-0116</p>                          | <p><b>Manasquan Borough</b><br/>201 E. Main Street<br/>Manasquan, NJ 08736<br/>Phone: (732) 223-0544<br/>Fax: (732) 223-1300</p>                                 | <p><b>Point Pleasant Beach Borough</b><br/>416 New Jersey Avenue<br/>Point Pleasant Beach, NJ<br/>08742<br/>Phone: 732-892-1118 X211<br/>Fax: 732-892-7351</p> | <p><b>Spring Lake Borough</b><br/>Municipal Building<br/>423 Warren Ave<br/>Spring Lake, NJ 07762<br/>Phone: (732) 449-0800<br/>Fax: (732) 449-8797</p> |
| <p><b>Eatontown Borough</b><br/>47 Broad Street<br/>Eatontown, NJ 07724<br/>Phone: (732) 389-7600<br/>Fax: (732) 389-7602</p>                 | <p><b>Howell Township</b><br/>4567 Route 9 North<br/>P.O. Box 580<br/>Howell, NJ 07731<br/>Phone: (732) 938-4500<br/>Fax: (732) 938-4818</p>          | <p><b>Marlboro Township</b><br/>1979 Township Drive<br/>Marlboro, NJ 07746<br/>Phone: 732-536-0200<br/>Fax: 732-536-9652</p>                                     | <p><b>Spring Lake Heights</b><br/>555 Brighton Avenue<br/>Spring Lake Heights, NJ<br/>07762<br/>Phone: (732) 449-3500<br/>Fax: (732) 449-3535</p>              |   |