



**Borough of Spring Lake Heights**  
 Registrars 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. Please note "Officiant" is **not** an accepted title by the State of New Jersey (examples of acceptable titles are Minister, Pastor, Reverend, Priest, Rabbi, Chaplain, Judge, and Mayor)
  - c. 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. **Copy 1 and Copy 2 are submitted to the local registrar of the municipality where the ceremony took place.**
  - b. **Copy 3** is retained by the couple. Please note this is not a legal document.
  - c. **Copy 4** 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' application for certified copies and instructions on how to obtain a certified copy can be found at <https://springlakehts.com/departments/vital-statistics/>
  - a. Spring Lake Heights' fees are \$10.00 for the first copy and \$5.00 for each additional
  - b. We accept checks made payable to the Borough of Spring Lake Heights.

Local Registrar File No.	NEW JERSEY DEPARTMENT OF HEALTH CERTIFICATE OF MARRIAGE	FOR STATE USE ONLY
	<i>See reverse side for instruction.</i>	
	1. FULL NAME OF SPOUSE A <i>(List name given at birth or on birth certificate/Maiden name)</i>	
Place	2. FULL NAME OF SPOUSE B <i>(List name given at birth or on birth certificate/Maiden name)</i>	
	3. PLACE OF MARRIAGE (MUNICIPALITY AND COUNTY) <b>LOCATION OF CEREMONY: MUNICIPALITY AND COUNTY (not mailing address)</b>	4. DATE OF MARRIAGE <b>DATE OF CEREMONY</b>
	5a. PRINTED NAME OF PERSON PERFORMING CEREMONY <b>OFFICIANT NAME - PLEASE PRINT CLEARLY</b>	5b. SIGNATURE OF PERSON PERFORMING CEREMONY <b>X</b>
	5c. TITLE ADDRESS <b>TITLE OF OFFICIANT (I.E. MINISTER, PASTOR, REVEREND, PRIEST, JUDGE)</b>	CITY STATE ZIP CODE
	6a. PRINTED NAME OF WITNESS <b>1<sup>ST</sup> WITNESS - FULL NAME</b>	6b. SIGNATURE OF WITNESS <b>X</b>
	6c. ADDRESS <b>1<sup>ST</sup> WITNESS - FULL ADDRESS</b>	CITY STATE ZIP CODE
	7a. PRINTED NAME OF WITNESS <b>2<sup>ND</sup> WITNESS - FULL NAME</b>	7b. SIGNATURE OF WITNESS <b>X</b>
	7c. ADDRESS <b>2<sup>ND</sup> WITNESS - FULL ADDRESS</b>	CITY STATE ZIP CODE
	8a. SIGNATURE OF LOCAL REGISTRAR <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 style="text-align: center;"><b>The Mill (inside only!)</b> 101 Old Mill Road Spring Lake Heights, NJ 07762</p>	<p style="text-align: center;"><b>Spring Lake Manor</b> 415 State Highway 71 Spring Lake Heights, NJ 07762</p>	<p style="text-align: center;"><b>The Shore Club</b> 700 State Highway 71 Spring Lake Heights, NJ 07762</p>	<p style="text-align: center;"><b>Wall Methodist Church</b> 2414 Old Mill Road Spring Lake Heights, NJ 07762</p>
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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/Ocean Counties

<p><b>Aberdeen Township</b> 1 Aberdeen Square Aberdeen, NJ 07747 Phone: 732-583-4200 x403</p>	<p><b>Eatontown Borough</b> 47 Broad Street Eatontown, NJ 07724 Phone: 732-389-7601</p>	<p><b>Jackson Township (Ocean County)</b> 95 West Veterans Hwy Jackson, NJ 08527 Phone: 732-928-1200 x1202</p>	<p><b>Matawan Borough</b> Registrar's Office 201 Broad Street Matawan, NJ 07747 Phone: 732-566-3898</p>	<p><b>Red Bank Borough</b> P.O. Box 868 90 Monmouth Street Red Bank, NJ 07701 Phone: 732-530-2740</p>
<p><b>Allenhurst Borough</b> 125 Corlies Avenue Allenhurst, NJ 07711 Phone: 732-531-2757</p>	<p><b>Fair Haven Borough</b> 748 River Road Fair Haven, NJ 07704 Phone: 732-747-0241</p>	<p><b>Keansburg Borough</b> 29 Church St. Keansburg, NJ 07734 Phone: 732-787-0215 x114</p>	<p><b>Middletown Township</b> 1 Kings Highway Middletown, NJ 07748 Phone: 732-615-2015</p>	<p><b>Rumson Borough</b> Borough Hall 80 E. River Road Rumson, NJ 07760 Phone: 732-842-3300</p>
<p><b>Allentown Borough</b> 8 No. Main Street P.O. Box 487 Allentown, NJ 08501 Phone: 609-259-3151 x112</p>	<p><b>Farmingdale Borough</b> P.O. Box 58 11 Asbury Avenue Farmingdale, NJ 07727 Phone: 732-938-4077</p>	<p><b>Keyport Borough</b> 70 West Front Street Keyport, NJ 07735 Phone: 732-739-5136</p>	<p><b>Millstone Township</b> 470 Stagecoach Rd Clarksburg, NJ 08510 Phone: 732-446-4249 x 1702</p>	<p><b>Sea Bright Borough</b> 1099 Ocean Avenue Sea Bright, NJ 07760 Phone: 732-842-0099 x123</p>
<p><b>Asbury Park City</b> 1 Municipal Plaza Asbury Park, NJ 07712 Phone: 732-502-5721</p>	<p><b>Freehold Borough</b> 30 Mechanic Street Freehold, NJ 07728 Phone: 732-462-1410</p>	<p><b>Lake Como Borough</b> P.O. Box 569 1740 Main Street Lake Como, NJ 07719 Phone: (732) 681-3232</p>	<p><b>Monmouth Beach Borough</b> 18 Willow Avenue Monmouth Beach, NJ 07750 Phone: 732-229-2204</p>	<p><b>Sea Girt Borough</b> PO Box 296 321 Baltimore Blvd. Sea Girt, NJ 08750 Phone: 732-449-9433 x111</p>
<p><b>Atlantic Highlands</b> 100 First Avenue Atlantic Highlands, NJ 07716 Phone: 732-291-1444 x3103</p>	<p><b>Freehold Township</b> 1 Municipal Plaza Freehold, NJ 07728 Phone: 732-294-2010</p>	<p><b>Little Silver Borough</b> 480 Prospect Avenue Little Silver, NJ 07739 Phone: 732-842-2400 x143</p>	<p><b>Neptune City Borough</b> 106 W. Sylvania Avenue Neptune City, NJ 07753 Phone: 732-776-7224 x 11</p>	<p><b>Shrewsbury Borough</b> 419 Sycamore Avenue Shrewsbury, NJ 07702 Phone: 732-741-4200</p>
<p><b>Avon-By-The-Sea Borough</b> 301 Main Street Avon, NJ 07717 Phone: 732-502-4510</p>	<p><b>Hazlet Township</b> 1766 Union Ave Hazlet, NJ 07730-2444 Phone: 732-217-8688</p>	<p><b>Loch Arbour Village</b> 550 Main Street Loch Arbour, NJ 07711 Phone: 732-531-4704</p>	<p><b>Neptune Township</b> 25 Neptune Boulevard P.O. Box 1125 Neptune, NJ 07753 Phone: 732-988-5200 x222</p>	<p><b>Spring Lake Borough</b> 423 Warren Ave Spring Lake, NJ 07762 Phone: 732-449-0800</p>
<p><b>Belmar Borough</b> P.O. Box A 601 Main Street Belmar, NJ 07719 Phone: 732-681-3700</p>	<p><b>Highlands Borough</b> 171 Bay Avenue Highlands, NJ 07732 Phone: 732-872-1224 x201</p>	<p><b>Long Branch City</b> 344 Broadway Long Branch, NJ 07740 Phone: 732-571-5665 x5263</p>	<p><b>Ocean Township</b> 399 Monmouth Road Oakhurst, NJ 07755 Phone: 732-531-5000 x3322</p>	<p><b>Tinton Falls Borough</b> 556 Tinton Avenue Tinton Falls, NJ 07724 Phone: 732-542-3400 x260</p>
<p><b>Bradley Beach Borough</b> 701 Main Street Bradley Beach, NJ 07720 Phone: 732-776-2983</p>	<p><b>Holmdel Township</b> 4 Crawfords Corner Rd Holmdel, NJ 07733 Phone: 732-946-2820</p>	<p><b>Manalapan Township</b> 120 Rt. 522 Manalapan, NJ 07726 Phone: 732-446-8346</p>	<p><b>Oceanport Borough</b> 222 Monmouth Blvd. Oceanport, NJ 07757 Phone: 732-222-8179</p>	<p><b>Toms River Township (Ocean County)</b> 33 Washington Street P.O. Box 728 Toms River, NJ 08753 Phone: 732-341-1000</p>
<p><b>Brick Township (Ocean Cty)</b> 401 Chamber Bridge Road Brick, NJ 08723 Phone: 732-262-1004 or 1002</p>	<p><b>Howell Township</b> 4567 Route 9 North P.O. Box 580 Howell, NJ 07731 Phone: 732-938-4500 x2150</p>	<p><b>Manasquan Borough</b> 201 E. Main Street Manasquan, NJ 08736 Phone: 732-223-0544 x236</p>	<p><b>Point Pleasant Beach Borough (Ocean County)</b> 416 New Jersey Avenue Point Pleasant Beach, NJ 08742 Phone: 732-892-1118 x211</p>	<p><b>Wall Township</b> 2700 Allaire Road Wall Township, NJ 07719 Phone: 732-449-8444</p>
<p><b>Brielle Borough</b> 601 Union Lane P.O. Box 445 Brielle, NJ 08730 Phone: 732-528-6600 x5113</p>	<p><b>Interlaken Borough</b> 100 Grassmere Avenue Interlaken, NJ 07712 Phone: 732-531-7405</p>	<p><b>Marlboro Township</b> 1979 Township Drive Marlboro, NJ 07746 Phone: 732-536-0200</p>	<p><b>Point Pleasant Borough (Ocean County)</b> P.O. Box 25 2233 Bridge Avenue Point Pleasant, NJ 08742 Phone: 732-892-4183</p>	<p><b>W. Long Branch Borough</b> 965 Broadway West Long Branch, NJ 07764 Phone: 732-229-1766 x104</p>
<p><b>Colts Neck Township</b> 124 Cedar Drive Colts Neck, NJ 07722 Phone: 732-409-7135</p>				