

## TOWN OF ATKINSON

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Atkinson, NH 03811  
[www.town-atkinsonnh.com](http://www.town-atkinsonnh.com)



## Office of Town Clerk

(603) 362-4920

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[Townclerk@atkinson-nh.gov](mailto:Townclerk@atkinson-nh.gov)

### How to Apply for a NH Marriage License in Atkinson

#### General Information

Both in state and out of state residents may apply at any Town or City Clerk's Office to be married in the State of New Hampshire. For more information, visit the Secretary of State website.

#### Application Procedure in Atkinson, NH:

If you wish to apply at the Atkinson Town Clerk's Office, appointments are **highly recommended**. To apply for the license, both parties must appear together, in-person. The process takes approximately 45 minutes.

#### Fees Involved

The filing fee is **\$50.00** payable at the time of application filing. Acceptable forms of payment are cash, check, money order, or credit/debit cards. A convenience fee of 2.79% will be charged for the use of a credit/debit card.

At the time you apply for the license, you will have the opportunity to pre-purchase copies of your marriage certificate for \$15 for the 1<sup>st</sup> copy and \$10 for each additional. *This pre-payment must be made with cash or check only.*

#### License Expiration

The license is valid for ninety days from the date you apply.

#### Identification Required

A Government-issued photo id is required upon time of application. Certified copies of **Birth Certificates are strongly recommended** to better ensure marriage license accuracy.

#### Additional Documentation Required

If either party was married previously, the following must be presented, as applicable:

- **DIVORCE:** A certified copy of the final divorce decree, which must include a raised seal on the document, of the most recent divorce in a case of more than one previous marriage.
- **DEATH:** A certified copy of the death certificate.
- **ANNULMENT:** A certified copy of the annulment.

#### Application Hours

Mondays, 8:30 a.m. to 6:00 p.m., Tuesdays - Thursdays, 8:00 a.m. to 4:00 p.m. and Fridays, 8:00 a.m. to 11:00 a.m.

*If you have specific questions regarding the process, you are encouraged to contact the office before appearing to complete the application.*