



**THE CITY OF NEW YORK
OFFICE OF THE CITY CLERK
141 WORTH STREET
NEW YORK, N.Y. 10013**

MICHAEL MCSWEENEY
CITY CLERK, CLERK OF THE COUNCIL

INTEROFFICE MEMORANDUM

TO: ALL STAFF
FROM: MICHAEL MCSWEENEY, CITY CLERK
SUBJECT: MARRIAGE BUREAU'S POLICY ON IDENTIFICATION DOCUMENTS
DATE: FEBRUARY 7, 2011

This Memorandum sets forth the policy of the Marriage Bureau on the identification documents individuals must present when applying for a marriage license. I expect every employee of the Clerk's office to treat all applicants and all visitors to the Marriage Bureau with dignity and respect. I also expect employees to set aside any preconceptions about gender and to apply the laws uniformly to all who seek our Bureau's services, consistent with applicable law.

New York State's Domestic Relations Law identifies requirements for a lawful marriage. To ensure that individuals who apply for a marriage license can legally marry in New York State, the issuing clerk in the Marriage Bureau must ask applicants to produce a valid government issued identification document from the list below.

The applicant may choose which form of identification to present, but the name, age, and sex on the submitted document must match the information on the marriage license application. Gender stereotypes or preconceived notions related to gender expression – including an applicant's physical appearance, dress, behavior, or name – may not be considered when deciding whether to issue a marriage license. It is contrary to this policy to request any additional proof of sex when a valid government issued identification document from the list of approved documents has been submitted and the sex listed on such document matches the applicant's sex as indicated on the marriage application.

Any concerns of the issuing clerk with respect to age should be handled as prescribed in §15(2) of the Domestic Relations Law.

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List of Acceptable Government-Issued Documents for Marriage Applicants

- Driver's license, non-driver identification card, or learner's permit, with photograph, from any state or United States territory
- Active United States Military Identification Card
- Valid Passport
- United States Certificate of Naturalization (less than ten years old)
- United States Alien Registration Card
- United States Employment Authorization Card

Please note that the Clerk's Office may, from time to time, make changes to the List of Acceptable Government-Issued Documents for Marriage Applicants. Additionally, the Clerk's Office may change the policy to require all applicants to submit more than one document.