

Marriage Intentions Instructions & Information

Party A is always the Groom, Party B is always the Bride on all forms. Fill in all information as completely as possible.

Page 1: Marriage Worksheet: Disregard checkboxes at bottom portion of form - for use by the Clerk's Office only.

Page 2: Skip #s 1 and 2.

Spell out all middle names – **no** abbreviations. Spell out months of birth (i.e., June 4, 2020, not 6/4/2020).

Name of Mother/Parent = first, middle, current last name, and last name at birth/maiden name

Skip #s 7B, 7C, 15B, 15C

Do not sign the forms – they must be signed in our presence. Once you fill in the forms to the best of your ability, you may scan and email them back to **both** jboissonneault@dracutma.gov and mparra@dracutma.gov OR simply print the forms and bring them with you to the Town Clerk's Office to sign in our presence and take the prescribed Oath. The above is not a requirement – you may appear at the Town Clerk's Office to file marriage intentions without an appointment and without filling out forms in advance. You and your fiancé **must** appear **in person** at the Town Clerk's Office to file your marriage intentions whether or not you choose to fill in and email the forms in advance.

You must be getting married in the State of Massachusetts in order to file marriage intentions in Massachusetts. You must be married within 60 days from the date of filing your intentions.

There is a three day waiting period **from the date you take the prescribed Oath and sign the intentions in our presence**, to the date you may be legally married, i.e., if you sign your marriage intentions on a Monday (which is counted as day zero) the **earliest** date that you can be married is Thursday (day three). On or after the third day after filing your marriage intentions you may pick up your marriage license at the Town Clerk's Office in person. Note that once your marriage intentions are filed, you do not have to appear together to pick up the marriage license; either of you or anyone you appoint aged 18 and over can pick it up for you.

The cost for filing marriage intentions is \$30.00 and can be paid by cash or check, or you may use a credit/debit card for which there is a fee.

Note that if the person performing your marriage is applying for a one day commission from the Secretary of State's Office, we will need the **original certificate/commission** prior to releasing your marriage license.

Page 3: Town Clerk's Office us only

Page 4: Fill in completely. **Do not sign** until you are in the presence of Town Clerk's Office staff.

If you have any questions, please feel free to contact the Town Clerk's Office at (978) 453-0951
Mon., Wed. Thurs 8:30 a.m. - 4:30 p.m.
Tues. 8:30 a.m. - 7:00 p.m. Fri. 8:30 a.m. - 1:00 p.m.