



Town of Swampscott
OFFICE OF THE
Town Clerk
22 Monument Avenue
Swampscott, Massachusetts 01907-1940

**MARRIAGE INTENTIONS and LICENSE
PROCEDURE INSTRUCTIONS**

1. Call ahead to schedule an appointment to file your Intentions. Our meeting will take 15 to 30 minutes.
2. Both parties **MUST** be present and **MUST** present a valid photo ID – driver license, passport, state-issued ID.
3. Please know the following:
 - the correct spelling of your parents' **FULL** names (including your mother's maiden name)
 - the city/town, state, country of your birth
 - your Social Security number (if you have one)
4. Your marriage license will be issued and available for you to pick up in 3 days during normal business hours.
5. The license is valid for 60 days from the date you file your Intentions. If your license is not used within that time period, you will need to file this paperwork again.
6. The fee to file your Marriage Intentions is \$25.00.

LICENSE INSTRUCTIONS FOR AFTER YOUR MARRIAGE

1. Your wedding officiant (Justice of the Peace, Minister, Judge, One-Day Solemnizer, etc.) **MUST** complete their section of your marriage license with a **BLACK PEN**...be sure to spell the month for the marriage date.
2. Return the license to this office. Your marriage is not valid with the state until we acknowledge receipt and process the license.
3. At that point, you may order a Marriage Certificate (\$10.00 fee).

Questions? Call the Town Clerk's Office: 781.596.4167

Town Hall Office Hours:

Monday, Tuesday, Thursday...8:00am – 5:00pm
Wednesday...8:00am – 7:00pm
Closed Friday