

## **MERCER COUNTY CLERK WEDDING CEREMONY INFORMATION FACT SHEET**

In order to facilitate that your efforts to have Mercer County Clerk Paula Sollami Covello perform a civil wedding ceremony, the attached official request form must be completed and returned no later than two (2) weeks prior to the requested wedding date.

### **REQUIRMENTS FOR MARRIAGE**

No marriage ceremony can be performed by the County Clerk without having the following documents at the time of the ceremony:

- Official completed marriage license issued by the municipality where either the bride or groom resides.

### **CEREMONY DONATION FEES**

In lieu of a fee for performing the marriage ceremony, Mercer County Clerk Paula Sollami Covello has designated the following organizations as recipients of a \$50.00 donation from a couple seeking to have a civil marriage:

Megan Kanka Foundation  
American Heart Association (Memo: Mercer Heartwalk 2006)  
Simone Protective Cancer Institute  
Womanspace (Battered women's shelter)  
Homefront  
Catholic Charities  
Girl Scouts of Delaware-Raritan, Inc.  
HWMA – Mentor Me Program

Please make all checks payable to your donation preference. **DO NOT MAKE CHECKS PAYABLE TO THE MERCER COUNTY CLERK'S OFFICE.**

**The donation is required at the time of the performance of the marriage ceremony.**

### **CLERK'S AVAILIBITY TO PERFORM MARRIAGE CEREMONIES**

Mercer County Clerk Paula Sollami Covello is available to perform civil marriage ceremonies in the Mercer County Clerk's Office at the Old Courthouse Annex (209 South Broad Street) during normal business hours, Monday and Friday by appointment. Exceptions to this rule will be made only if the Clerk's circumstances and schedule permit. To schedule an appointment, please contact Leslie Shepherd at the County Clerk's office at, 609-989-6998.

Every May and September, the County Clerk performs wedding ceremonies at Sayen Gardens, 155 Hughes Drive, Hamilton Township NJ. For the Clerk to perform your wedding ceremony performed at Sayen Gardens, you must make your request in advance with the Clerk's Office **and** with Sayen Gardens at, 609-587-7356. There is an additional travel fee of \$50.00 to be made to the Clerk, Paula Sollami Covello for off-site weddings. The total is therefore, \$100 -- \$50.00 to Clerk and \$50.00 to chosen charity from list.

Below is the "MERCER COUNTY CLERK CIVIL MARRIAGE CERMONY REQUEST FORM" to be completed and hand-delivered to the Office of the Mercer County Clerk or faxed to (609) 599-2972 or (609)989-1111, or e-mailed to [lshepherd@mercercounty.org](mailto:lshepherd@mercercounty.org).

## MERCER COUNTY CLERK CIVIL MARRIAGE CERMONY REQUEST FORM

Name of Prospective Bride \_\_\_\_\_

Address \_\_\_\_\_

Township & Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Prospective Groom \_\_\_\_\_

Address \_\_\_\_\_

Township & Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Requested Wedding Date:  
(Monday/Friday/Special) \_\_\_\_\_

Time Requested  
(between 8:30 a.m. –  
4:30 p.m) \_\_\_\_\_

\$50 Charitable Donation Reference

Megan Kanka Foundation \_\_\_\_\_  
American Heart Association \_\_\_\_\_  
Simone Protective Cancer Institute \_\_\_\_\_  
Womenspace \_\_\_\_\_  
Homefront \_\_\_\_\_  
Catholic Charities \_\_\_\_\_  
Girl Scouts of Delaware-Raritan, Inc. \_\_\_\_\_  
HWMA – Mentor Me Program \_\_\_\_\_

### Saturday Wedding Ceremony at Sayen Garden Request

For Saturday \_\_\_\_\_, at \_\_\_\_\_ p.m.

Garden Location Preference \_\_\_\_\_

## Wedding Ceremony Requirements Checklist

\_\_\_\_\_ Marriage License

\_\_\_\_\_ Blood Test Results

Contact person: \_\_\_\_\_

Date of Request (Today's date) \_\_\_\_\_, 200\_\_