

## **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 an official completed marriage license issued by the municipality where either the bride or groom resides at the time of the ceremony.

### CEREMONY DONATION FEES

**A \$50 donation is requested** (but not required) for the Clerk's performance of the marriage ceremony. The Clerk gives all wedding ceremony donations to area charities. Some of her preferred charities include:

A Better Way (Transitional Services for X-Offenders)  
One Simple Wish (Granting wishes to Foster Children and Vulnerable Youth)  
Womanspace (Battered Women's Shelter)  
The Girl Scouts of Central & Southern NJ, Inc.  
EASEL (Ewing Township Animal Shelter)  
Simone Protective Cancer Institute (Cancer Research)  
Homefront (Homeless)  
Contact of Mercer (Crisis Hotline)  
American Heart Association (Heart Disease)

### CLERK'S AVAILIBTY 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 through Friday by appointment only. Exceptions to this rule will be made only if the Clerk's circumstances and schedule permit. To schedule an appointment, please contact Tammy Barringer at the County Clerk's office 609-989-6998.

Once in the Spring and again in the Fall, the County Clerk performs wedding ceremonies at Sayen Gardens, 155 Hughes Drive, Hamilton Township NJ. For the Clerk to perform your wedding ceremony at Sayen Gardens, you must make your request in advance with the Clerk's Office **and** with Sayen Gardens at 609-587-7356.

**MERCER COUNTY CLERK CIVIL CERMONY REQUEST FORM**

Name of Prospective Bride/Partner \_\_\_\_\_

Address \_\_\_\_\_

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

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

Name of Prospective Groom/Partner \_\_\_\_\_

Address \_\_\_\_\_

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

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

Requested Ceremony Date:

(Monday/Friday/Special) \_\_\_\_\_

Time Requested

(between 9 am – 3 pm) \_\_\_\_\_

Ceremony at Sayen Garden Request

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

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

Ceremony Requirements Checklist

\_\_\_ Marriage/Civil Union License

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

Date of Request (Today's date) \_\_\_\_\_, 201\_\_

This form must be completed and returned to 609/989-1111 (fax), or e-mailed to <mailto:twest@mercercounty.org>