

Crystal D. Crump
Union County Register of Deeds

P.O. Box 248
Monroe, NC 28111-0248
704-283-3610 / 704-283-3796

All licenses issued in NC are for ceremonies performed ONLY in NC and are issued no more than 60 days before the ceremony.

1. Complete the "Application for Marriage License".
 2. License fee is \$60 cash or money order. The fee is non-refundable.
 3. Licenses are issued Monday thru Friday from 8:30 a.m. to 4:00 p.m.
 4. Our office is located in the Union County Government Center, 500 North Main Street, 2nd Floor, Suite 258.
 5. **16 years to 18 years old** must have the following:
 - a. Valid current State issued ID
 - b. Certified birth certificate (with raised seal)
 - c. Must be accompanied by parents (if parents are divorced, only parent w/legal custody necessary. (Must provide certified proof of custody)
 - d. Parents must have valid current State issued ID or drivers license from DMV, military ID or passport.
 - e. Applicants must provide social security cards, current year tax return, or W2.
 - f. **If divorced or widowed in the year prior to marriage application, you must supply certified divorce or death certificate.**
 6. **18 years and older** must have the following:
 - a. Valid current State issued ID or drivers license from DMV, military ID or passport.
 - b. Applicants must provide social security cards, current year tax return, or W2.
 - c. **If you were not born in the United States, you must have certified birth certificate (with raised seal).**
 - d. **If divorced or widowed in the year prior to marriage application, you must supply certified divorce or death certificate.**
 7. You are encouraged to obtain your license a few days before your wedding, in the event there may be a problem with your documents.
- If you plan to get married at the Magistrate's office, you must make an appointment before obtaining a marriage license.

MAGISTRATE OFFICE INFORMATION

Phone number
704-292-2746

- **Fee is \$20 cash**
- 3344 Presson Road, Monroe (located at the Union County Sheriff's Office/Jail Complex)
- Bride & Groom must provide 2 witnesses
- Bride & Groom must provide interpreter when necessary