



TOWNSHIP OF WINSLOW
OFFICE OF THE REGISTRAR OF VITAL STATISTICS
125 SOUTH ROUTE 73, BRADDOCK, NJ 08037
609 567-0700 x 8008 or 7002
Dayna Pitts, Registrar Sandi Heniz, Deputy

GUIDELIENS FOR THE OFFICIANT

Individual Performing the Marriage or Civil Union Ceremony

- YOU **CANNOT** USE CARBON WITH THIS NEW FORM
- Write plainly using unfading blue or black ink **on each of the four pages.**
- The officiant is responsible to provide all the information in lines 3 through 7c.
- Line 3 fill in the **MUNICIPALITY & COUNTY** only not the street address of the venue.
- Line 4 THE **DATE OF THE MARRIAGE**
- The State Registrar will not accept incomplete certificates.
- The State Registrar will not accept strike-outs, erasures, corrections, white out, changes or damaged forms.
- If an error occurs, just begin again next to the area that was incorrect and /or correct line. Do not strike-out, erase or use white out.
- The **OFFICIANT** is required by law to file the certificate within 5 days to the Registrar of Vital Statistics **in the municipality where the ceremony was performed.**
- Additional instructions are on the back of the blue copy or Copy 4 of the Marriage License.

Please advise the couple that they can obtain a certified copy of their Certified copy of their

Marriage from the Office of the State Registrar 609 292-4087 or from the

Municipality where the ceremony took place.

Should you have any questions please do not hesitate to contact this office.