



# *Town of Lancaster*

## *Office of the Town Clerk*

*695 Main Street, Suite 2  
Lancaster, Massachusetts 01523  
Tel (978) 365-2542 - Fax (978) 368-4011*

*D. Susan Thompson  
Town Clerk*

*Barbara J. Bartlett  
Assistant Town Clerk*

### **INTENTION OF MARRIAGE RULES FOR APPLYING**

- **YOU MUST APPEAR IN PERSON AND TOGETHER** at the City Clerk's Office. The marriage must take place in Massachusetts. We need the **DATE** of marriage, **PLACE** of marriage and **OFFICIANT NAME and ADDRESS** (this is the person performing your ceremony, i.e. priest, minister, rabbi, justice of the peace etc.) **If the Officiant is from out of State such as a family member or friend, they must apply for a Special Commission from the Secretary of State Office.** This Special Commission must be submitted to the Clerk's Office when you apply for the License.

#### **Please Contact:**

**Secretary of State, Commissions Divisions  
McCormack Building – 17<sup>th</sup> floor  
1 Ashburton Place  
Boston, MA 02108  
617-727-2836**

- **WAITING PERIOD** – There is a three (3) day waiting period which does not include the day you apply; it is three (3) full days, i.e. if you apply on a Monday you may receive the license on Thursday. You may obtain a three day waiver from a Judge at the district court and must be presented at the time of filing the Marriage Intention.
- **EXPIRATION DATE** – The marriage must occur within **60 days** of filing the Intention.
- **FEES** – The fee for the filing of a marriage intention is **\$25.00** and includes one certified copy. Additional certified photocopies of the certificate of marriage are **\$10.00** each. Copies may be obtained in person, online, or by mail.
- **BIRTH CERTIFICATES** – If an applicant who wishes to apply for a marriage license is not 18 years of age, a court waiver order from a Judge at the district court must be presented at the time of filing the Marriage Intention. If the applicant's birth certificate is not in English it needs to be translated and the Translator's signature must be notarized. The translator needs to be an official translator not just a friend of the family.
- **DIVORCE** – You will be signing an affidavit under the "pains and penalties of perjury" that all information on the application is correct. It is not necessary to bring divorce papers.