



## Office of the Town Clerk

Town of North Brookfield  
215 North Main St., North Brookfield, MA 01535  
townclerk@northbrookfield.net

### Marriage Intention/Certificate Process

Effective December 18, 2019

- Both parties must appear in person to complete three (3) forms for the Intention to be Married
  - Notice of Intention of Marriage
    - Please note that in signing the Notice of Intention of Marriage, you are swearing, under oath, that there are no impediments to the marriage under Massachusetts law and specifically that if you have previously been married that your previous spouse has died or your divorce settlement is absolute and final
  - Supplement to Notice of Intention of Marriage
  - Marriage Worksheet
    - If the marriage ceremony is going to be conducted (solemnized) by someone from out of state or a person with a one-day commission, all paperwork required by the Commonwealth of Massachusetts must be submitted to the Town Clerk before a certificate can be issued
- Town Clerk completes & signs the intention sections of the certificate
- There is a minimum 3-day waiting period before the Certificate with the Intention Sections completed can be picked up by the parties intending to be married
- One or both parties pick up the Certificate as completed prior to the marriage at the Town Clerk's office. A fee of \$25 must be paid by this time in order to receive the Certificate
- The parties get married and person performing the service properly completes the appropriate portions of the Certificate and it is return to the Town Clerk
- The Town Clerk completes the final sections, signs it, copies the signed certificate and sends the original with the Supplement to Notice of Intention of Marriage to Vital Statistics in Boston
- Should the parties want a certified, sealed, official copy of the Marriage Certificate (which is the only legal proof they are married), they may order them from the Town Clerk for a fee of \$10.00 per copy