



## Marriage Officiant Registration

The following is the information needed to be able to have new priests in your parishes registered as Marriage Officiants through the City of New York for weddings occurring within the five boroughs of New York City. This is a requirement of New York City.

In order to fill out your Marriage Officiant Registration Form, please follow the link below:

<https://www1.nyc.gov/cityclerkformsonline/>.

### Website instructions:

1. Click: Next page
2. Choose: Marriage Officiant Registration
3. Click: Start Application – Fill out application

Once a priest/deacon has completed the application, it will prompt you then to **submit** the application, do so.

After, **and only after**, you have submitted the application, will you see a tab for:

1. **Print Confirmation page** - Please print this page.
2. **Print Registration Application** – Please print this page, ***you will need to have this page notarized.***

### Mail these two forms to the Chancery Office with the following:

1. Postal or Bank MONEY ORDER in the amount of \$15, payable to the *City Clerk's Office*
2. Form of ID: either copy of Passport, Driver's License or non-Driver Identification Card
3. Proof of Clergy:
  - The page where your name is listed in a phone directory for your Diocese or the Official Catholic Directory.
  - If you are not listed in any directory please provide the following:
    - a) A copy of your ordination letter.
    - b) A letter from the Pastor or Administrator of your assigned Parish on letterhead stating you have permission to register as an officiant.
    - c) A faculties letter from your Provincial or Priest Personnel office.

We will submit your application to the City Clerk when we receive these documents. You will receive your certificate directly from the city clerk's office once it's ready.

Please be sure all items are included before mailing. Mail all your documents together to:

Reverend Monsignor Douglas Mathers  
Archdiocese of New York  
Chancery Office, 19<sup>th</sup> Floor  
1011 First Avenue  
New York, New York 10022

If you have trouble navigating the website or have any questions please call the Chancery at 646-794-2929.