



September, 2021

Congratulations and Best Wishes! Thank you for contacting the Town Clerk's office about your marriage license. We can issue you a license if you are planning a Block Island wedding and you live outside the State of Rhode Island. We also issue marriage licenses to residents of New Shoreham.

**Send/email your paperwork in advance:** (Townclerk@New-Shoreham.com) Please mail or e-mail good quality *copies* of your worksheet, birth certificates, your photo ID and proof of termination of previous marriage, if any. We will review your paperwork and contact you if we have questions. If any of your documents are not in English, ask us for translation guidelines.

**You must appear in person to obtain your license:**

Please make an appointment for an in-person meeting. You need to bring all of the original documents and pay the fees. At this time we will sign your paperwork, review the next steps, answer any questions and issue your marriage license. (State law requires us to see your original documents before we issue the marriage license.)

**Worksheet:** It is critical that you complete both pages of the worksheet. Include daytime telephone numbers, e-mail addresses, date of marriage, officiant information including name, address, phone number and denomination, and location of your wedding. You will sign the worksheet at Town Hall when issue your license. We keep the worksheet.

**Birth certificate:** We need to see an original certified copy of birth certificate issued by a state, county or city, and will look for a raised seal. We will return this document to you. We cannot accept a notarized copy, or hospital or baptismal certificate.

**If this is not your first marriage:** Provide proof of termination of most recent marriage/civil union. We can only accept original documents, either a final divorce decree certified by the Clerk of the Court or a certified death certificate. We will return this document to you.

**Fees:** The application fee is \$24.00. Per the State of Rhode Island, the first certified copy ordered in person is \$22. Additional certified copies ordered at the same time cost \$18. We accept checks or *cash*. Your certified copy(s) will be mailed to you after your officiant returns your signed and dated marriage license to our office.

**Please be Advised...**

**To avoid disappointment please keep the following in mind while you plan your event:**

- Check with state and local authorities for COVID-19 restrictions and guidelines. In the event that you or your guests will be traveling from another state or country, please follow this link to the Rhode Island Department of Health for the latest travel guidelines, restrictions and updates: <https://health.ri.gov/covid/travel/> and <https://reopeningri.com/>
- Balloons are banned on Block Island
- Sky lanterns are illegal in Rhode Island
- Outdoor music, at monitored, reasonable levels, is allowed until 9:00 p.m. only
- Open containers of alcoholic beverages are prohibited in public
- On public beaches, *closed* as well as open containers of alcohol are prohibited

**Town Hall Hours:** Monday through Friday, 9:00 - 3:00  
Closed on federal holidays, and the second Monday in August, a Rhode Island holiday.

**Please call to schedule an appointment: 401-466-3200**  
**New Shoreham Town Clerk, 16 Old Town Road, PO Box 220, Block Island RI 02807; [townclerk@new-shoreham.com](mailto:townclerk@new-shoreham.com)**