

TOWN OF BERNARDSTON
Office of the Town Clerk
P.O. Box 504
38 Church Street
Bernardston, MA 01337
(413) 648 – 5408
(413) 648 – 9318 FAX



Regular Office Hours:

Tuesday, Wednesday, Thursday
8:30am to 11:30am

Wednesday – 6:00pm to 8:00pm

Other times by appointment

townclerk@townofbernardston.org

MARRIAGE INTENTION/CERTIFICATE PROCESS – effective July 1, 2016

1. **Both parties must appear in person to complete 3 forms for the Intention to be married.**
 - Notice of Intention of Marriage – **Valid for only 60 Days**
 - 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 state of Massachusetts must be submitted to the Town Clerk before a certificate can be issued.
2. Town Clerk completes & signs the Intention Sections of the Certificate.
3. **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.**
4. One or both parties pick up the Certificate as completed prior to the marriage by the Town Clerk. A fee of \$ 15. for Bernardston residents or \$20. for nonresidents must be paid at this time to receive the Certificate.
5. The parties get married and the **person performing the service** properly completes the appropriate portions of the Certificate and it is returned to the Town Clerk.
6. The Town Clerk completes the final sections and signs it, copies the signed certificate and sends the original to Vital Statistics in Boston.
7. Communication of the completion of the process can be sent by the Clerk by phone, e-mail or by U.S. Mail but U.S. Mail notification requires a self-addressed stamped envelope from the parties requesting such notification.
8. 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 one from the Town Clerk for an additional fee of \$ 5. per copy.