

MERCER COUNTY CLERK CIVIL UNION CEREMONY INFORMATION AND REQUEST FORM

In order to facilitate that your efforts to have Mercer County Clerk Paula Sollami Covello perform a civil union ceremony, the attached official request form must be completed and returned no later than two (2) weeks prior to the requested union date.

REQUIRMENTS FOR VIVIL UNION

No marriage ceremony can be performed by the County Clerk without having the following documents at the time of the ceremony:

- Official completed civil union license issued by the municipality where either the partner resides.

CEREMONY DONATION FEES

No donation is required for the Clerk's performance of the union ceremony.

CLERK'S AVAILIBITY TO PERFORM CIVIL UNION CEREMONIES

Mercer County Clerk Paula Sollami Covello is available to perform civil union ceremonies in the Mercer County Clerk's Office at the Old Courthouse Annex (209 South Broad Street) during normal business hours, Monday and Friday by appointment.

Exceptions to this rule will be made only if the Clerk's circumstances and schedule permit. To schedule an appointment, please contact at the County Clerk's office at 609-989-6998.

Every Spring and Fall, the County Clerk performs union ceremonies at Sayen Gardens, 155 Hughes Drive, Hamilton Township NJ. For the Clerk to perform your union ceremony performed at Sayen Gardens, you must make your request in advance with the Clerk's Office **and** with Sayen Gardens at, 609-587-7356

Below is the "MERCER COUNTY CLERK CIVIL UNION CERMONY REQUEST FORM" to be completed and hand-delivered to the Office of the Mercer County Clerk or faxed to either (609) 599-2972 or (609) 989-1111.

MERCER COUNTY CLERK CIVIL UNION CERMONY REQUEST FORM

Name of Partner _____

Address _____
Township & Zip Code _____

Phone Number _____

Name of Partner _____

Address _____
Township & Zip Code _____

Phone Number _____

Requested Union Date:
(Monday/Friday/Special) _____

Time Requested
(between 8:30 a.m. –
4:30 p.m) _____

Saturday Civil Union Ceremony at Sayen Garden Request

For Saturday _____, at _____ p.m.

Garden Location Preference _____

Civil Union Ceremony Requirements Checklist

____ Civil Union License

Contact person: _____

Phone and E-Mail address: _____

Date of Request (Today's date) _____, 200__