



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
OFFICE OF THE MAYOR
 MUNICIPALITY OF SAIPAN
 CTC Building, Beach Road, Oleai
 P.O. Box 501457
 Saipan, MP 96950



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**APPLICABLE MARRIAGE AND CEREMONY LICENSE FEES, OTHER FEES
 AND APPLICATION REQUIREMENTS FOR MARRIAGE LICENSE**

A. Marriage License and Ceremony Fees and Other Fees

Marriage license fees are determined based on provisions in 8 CMC § 1202 (a)(ii) of 8 CMC § 12011, et seq., as amended. Applicable marriage license and ceremony fees for a resident applicant is different from a marriage license and ceremony fees for a non-resident.

As established in 8 CMC § 1202 (a)(i), the following fees for resident and non-resident applicants are as follows:

Description	Resident	Non-Resident
Ceremony *	\$30.00	\$75.00
Marriage License Application	\$50.00	\$125.00

* Payment of ceremony fee is not required for marriage solemnized by a person other the Mayor.

In addition, 8 CMC § 1202 (a)(i) provides for two more fees for two kinds of documents, which an applicant must pay regardless of residency, as follows:

Description	Fees
Documentation	\$25.00
Copy of Marriage License	\$25.00

In determining which marriage license and ceremony fees an applicant must pay, 8 CMC § 1202 (a)(ii) provides the following:

As provided in 8 CMC § 1202 (a)(ii), a resident is a person who has been in the CNMI for at least twelve months prior to applying for a marriage license. In addition, an applicant

1. Must have established residency in the CNMI by keeping a current mailing address for at least twelve months before applying for a marriage license; or,
2. Must have maintained and continue to maintain accounts at the Commonwealth Utilities Corporation for more than six months prior to submitting an application for a marriage license; or,
3. Must have paid income taxes for more than six months for the year prior to submitting an application for a marriage license; or,

4. Must have maintained and continue to maintain a local account(s) with a banking institution doing business in the CNMI for more than six months prior to submitting an application for a marriage license.

A person who has been in the CNMI for at least twelve months before applying for a marriage license and who has satisfactorily met one of the four tests above shall be considered a resident. A person who does not satisfactorily meet at least one of the four tests above and has not been a resident in the CNMI for at least twelve months before applying for a marriage license shall be considered a non-resident.

An applicant where one party is a resident and the other is a non-resident, 8 CMC § 1202 (a)(iii) requires payment of the non-resident marriage license and ceremony fees.

B. Application Requirements for Marriage License

1. Complete one copy of the Application for Marriage License ("Application"). Please type or print all information requested.
2. Pay the applicable marriage license fee(s) as shown on the attached Marriage License and Ceremony Fees. On Saipan, for Application processed by the proper authority, *i.e.*, the Office of the Mayor of Saipan, the fee(s) may be paid at either the CNMI Treasury in Capitol Hill, the Division of Revenue and Taxation in Dandan, or the House of Justice in Susupe. Attach the receipt of payment to the Application and submit to the proper authority. The fee(s) is non-refundable.
3. The completed Application for Marriage License must then be submitted to the proper authority, along with the documents listed below in paragraph 5. Both applicants must be physically present at the time of submission. The proper authority is the office issuing the application.
4. The Application for Marriage License must be signed by both Applicants and the proper authority.
5. Along with the Application and receipt of payment, each Applicant must submit proof of age. This may be done by submitting an official government-issued identification card with the applicant's photograph on it, either from the CNMI, U.S., or the applicant's country of origin. The identification card or document may be a passport, a driver's license, or resident's identification card. An original certificate of live birth, while acceptable, is not required. All documents submitted must be translated into English at the applicant's expense, which expense shall be reimbursed to the applicant.
6. A male at the time of marriage must be at least eighteen years of age or older. A female at the time of marriage must be at least 18 years of age or older, except that a female who is at least 16 years of age may receive an Application and be married with the consent of at least one parent or guardian. Such consent must be in writing and signed before a notary public. The signed and notarized consent must be submitted with the Application.
7. After all documents have been submitted, applicants should receive their marriage license promptly, or the reasons why the license cannot be issued. Applicants who have not received their license, or reason why it cannot be issued, within five CNMI government working days, *i.e.*, Monday thru Friday, except on CNMI legal holidays, should contact the proper authority.



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MARRIAGE APPLICATION

GROOM'S NAME (FIRST,MIDDLE,LAST) IN FULL		BRIDE'S NAME (FIRST,MIDDLE,LAST) IN FULL	
AGE	DATE OF BIRTH	AGE	DATE OF BIRTH
BIRTH PLACE (State or Foreign Country-City or Country, include characters if applicable)		BIRTH PLACE (State or Foreign Country-City or Country, include characters if applicable)	
CITIZENSHIP: () U.S.; () U.S. PERMANENT RESIDENT; () CNMI PERMANENT RESIDENT; () NON-IMMIGRANT		CITIZENSHIP: () U.S.; () U.S. PERMANENT RESIDENT; () CNMI PERMANENT RESIDENT; () NON-IMMIGRANT	
ETHNICITY: _____		ETHNICITY: _____	
PRESENT ADDRESS (Describe Location & Provide Village Name)		PRESENT ADDRESS (Describe Location & Provide Village Name)	
OCCUPATION		OCCUPATION	
MARITAL STATUS: () SINGLE; () DIVORCE; () WIDOW; () SEPARATED		MARITAL STATUS: () SINGLE; () DIVORCE; () WIDOW; () SEPARATED	
NUMBER OF PRIOR MARRIAGE(S)	HOW TERMINATED? 1. ___ Death ___ Divorced ___ Annulled 2. ___ Death ___ Divorced ___ Annulled 3. ___ Death ___ Divorced ___ Annulled	NUMBER OF PRIOR MARRIAGE(S)	HOW TERMINATED? 1. ___ Death ___ Divorced ___ Annulled 2. ___ Death ___ Divorced ___ Annulled 3. ___ Death ___ Divorced ___ Annulled
LAST DIVORCE GRANTED (Place) _____ Date _____		LAST DIVORCE GRANTED (Place) _____ Date _____	
Contact No.'s Home: _____ Work: _____ Cell: _____		Contact No.'s Home: _____ Work: _____ Cell: _____	
FATHER'S FULL NAME		FATHER'S FULL NAME	
FATHER'S BIRTH PLACE & PERMANENT ADDRESS		FATHER'S BIRTH PLACE & PERMANENT ADDRESS	
MOTHER'S FULL NAME		MOTHER'S FULL NAME	
MOTHER'S BIRTH PLACE & PERMANENT ADDRESS		MOTHER'S BIRTH PLACE & PERMANENT ADDRESS	
<i>I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE PROVIDED HEREIN IS TRUE AND CORRECT</i>		<i>I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE PROVIDED HEREIN IS TRUE AND CORRECT</i>	
_____ SIGNATURE OF MALE APPLICANT (IN FULL)		_____ SIGNATURE OF FEMALE APPLICANT (IN FULL)	
_____ DATE		_____ DATE	
I CERTIFY THAT I HAVE REVIEWED THE ABOVE INFORMATION AND FOUND THAT THIS APPLICATION IS COMPLETE AND READY FOR PROCESSING.			
_____ SIGNATURE (MARRIAGE LICENSE SECTION)			