

Sample letter for informing Council of Intention to Perform Marriages

Date:

Council President
Borough
Borough Address

Re: Notification of Intention to Perform Marriage Ceremonies Under
Section 1005-A(b) of Act 43 of 2012 Amending the Borough Code

Dear Council President:

Please be advised that it is my intention to perform marriage ceremonies. I understand that this notification shall remain in effect during my term of office as Mayor including any re-elections or until such time as this notification is rescinded by me in writing.

If I receive a fee for performing a marriage ceremony, I acknowledge that I must keep an accurate account of such fee and provide Council with a report of all fees received each quarter. I will provide that report by the end of the month following every calendar quarter in which I received a fee, using the format specified by the revised Borough Code. If I do not submit an account by the end of a reporting month, Council may assume that I either performed no marriage ceremony or I performed marriage ceremonies, but did not receive any monies for doing so.

Sincerely,

Mayor _____

cc: Borough Manager or Secretary