

# ***INFORMATION GUIDE***

## *TO OBTAINING A MARRIAGE LICENCE*

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1. A Marriage Licence can **ONLY** be issued to the couple being married.
2. The attached information package including Marriage Licence Application – Form 3, must be fully completed and signed by both applicants and submitted in person by both or either of the applicants with the appropriate documentation.
3. Both applicants are required to submit two (2) pieces of original documentation:
  - a) Photo Identification – e.g. Driver’s Licence;
  - b) Original Birth Certificate or either of the following:
    - i) Current Passport,
    - ii) Record of Immigration Landing,
    - iii) Canadian Citizenship Card, or
    - iv) A change of name Certificate.
4. Applicants 16 or 17 years of age require parental consent. Please inquire further details.
5. If you are divorced you must provide either the Original Certificate of Divorce – Form 36B (*has a red seal affixed*) or a court certified copy, stating the effective date of the Divorce. If you do not have the Original a certified copy can be obtained from the Court Office where the Divorce was granted.  
**NOTE:** Photocopies are not acceptable.
6. Individuals Divorce outside of Canada – special requirements apply.  
You will need to obtain the assistance of a solicitor in obtaining a clearance of the Divorce from the foreign Country. A Clearance Certificate will be issued by the Registrar General authorizing the issuance of a Marriage Licence and must be provide together with the Application for Marriage Licence – Form 3.
7. If the marriage ceremony is not taking place at a church you must provide the civic address (*Intended Place of Marriage*) on the Marriage Licence Application.
8. Individuals who are either a widow or widower must provide an original Death Certificate for the deceased spouse.
9. If you do not understand or read English, you must provide your own interpreter and he/she must provide identification.
10. There is no residency or citizenship requirements in Ontario and no blood tests or medical certificates are not required to obtain a Marriage Licence.
11. The current Licence fee is **\$100.00** and is payable by cash or debit only and must be paid at the time of the submission of the Marriage Licence Application.
12. Both parties are required to re-attend the municipal office (*by appointment*) to sign the Marriage Licence in the presence of the Issuer of Licences.
13. A Marriage Licence is valid for use anywhere in the Province of Ontario and is only valid for a period of three (3) months from the date of issue. (*Example: If you are getting married on June 30<sup>th</sup>, the earliest date that you can obtain a Marriage Licence is April 1<sup>st</sup>*).
14. The municipality does not perform Marriage Ceremonies.
15. Municipal Office Hours – Monday thru Friday (8:00 a.m. to 4:00 p.m.).