



City Clerk's Department

## MARRIAGE LICENCE REQUIREMENTS

**Marriage Licence Office**  
**Hours: 8:30 a.m. to 4:00 p.m. Monday to Friday**

**LICENCE FEE: \$130 Cash – Debit Cards Accepted**  
(Effective January 1, 2018)

\* Application form must be fully completed and signed by **both parties**.

\* Identification required for all applicants:

**Birth certificate and/or passport**  
**AND**  
**Photo identification**

\* Applicants under the age of 18 require both parents' consent. Please see issuer for further details.

\* Marriage Licences can only be issued personally to the **bride and/or groom**. If only one of you is present you **must** have the other's required identification and/or documentation.

\* If you have previously been married, we require you to present:

\* The original or court certified copy of the **Decree Absolute or Certificate of Divorce**. This document is required for recording purposes only and is **not** retained by this office.

\* **If the divorce was granted outside Canada, a licence cannot be issued without authorization from the Registrar General's office.**

\* Previously married brides must fill out the application using their maiden name. The former married name would only be used if there had been a legal name change at the time of the marriage.

\* The licence is valid anywhere in Ontario and is **valid for three months** from the date of issue.

\* There are no requirements respecting blood tests or residency.



| Applicant   |                            | Joint Applicant  |   |
|---|----------------------------|--|---|
|   |                            | Current last name or single name   |   |
|   |                            | First and middle names   |   |
| <input type="checkbox"/> Never married <input type="checkbox"/> widowed <input type="checkbox"/> divorced |                            | Marital status   | <input type="checkbox"/> Never married <input type="checkbox"/> widowed <input type="checkbox"/> divorced |
| Country of divorce  |                            | If divorced  | Country of divorce  |
| City of divorce if in Canada  |                            |  | City of divorce if in Canada  |
| Court file number   |                            |  | Court file number   |
|   |                            | Religious denomination   |   |
| Age   | Date of birth (yyyy/mm/dd) | Age and date of birth  | Age      Date of birth (yyyy/mm/dd)   |
| Province (if outside Canada, state the country)   |                            | Place of birth   | Province (if outside Canada, state the country)   |
| Last name or single name  |                            | Parent's name and place of birth   | Last name or single name  |
| First and middle names  |                            |  | First and middle names  |
| Province (if outside Canada, state country)   |                            |  | Province (if outside Canada, state country)   |
| Last name or single name  |                            | Parent's name and place of birth   | Last name or single name  |
| First and middle names  |                            |  | First and middle names  |
| Province (if outside Canada, state country)   |                            |  | Province (if outside Canada, state country)   |
| Last name or single name  |                            | Parent's name and place of birth   | Last name or single name  |
| First and middle names  |                            |  | First and middle names  |
| Province (if outside Canada, state country)   |                            |  | Province (if outside Canada, state country)   |
| Last name or single name  |                            | Parent's name and place of birth   | Last name or single name  |
| First and middle names  |                            |  | First and middle names  |
| Province (if outside Canada, state country)   |                            |  | Province (if outside Canada, state country)   |
| Last name or single name  |                            | Parent's name and place of birth   | Last name or single name  |
| First and middle names  |                            |  | First and middle names  |
| Province (if outside Canada, state country)   |                            |  | Province (if outside Canada, state country)   |
| Street name and number  |                            | Present address or postal address of applicants                                  | Street name and number  |
| Apt   |                            |  | Apt   |
| City or town  |                            |  | City or town  |
| Postal code   |                            | Permanent address of applicants if different from above                          | Postal code   |
| Telephone Number  |                            |  | Telephone Number  |
| Province/Country  |                            |  | Province/Country  |
| Street name and number  |                            | Permanent address of applicants if different from above                          | Street name and number  |
| Apt   |                            |  | Apt   |
| City or town  |                            |  | City or town  |
| Postal code   |                            | Permanent address of applicants if different from above                          | Postal code   |
| Telephone Number  |                            |  | Telephone Number  |
| Province/Country  |                            |  | Province/Country  |
| Intended place of marriage  |                            | City, town, village  | County or district  |
|   |                            | Intended date of marriage  |   |
| I declare that the above information is correct.<br>Signature of Applicant                                |                            | I declare that the above information is correct.<br>Signature of Joint Applicant |   |
| Date (yyyy/mm/dd)   |                            | Date (yyyy/mm/dd)  |   |

Personal Information contained on this form is collected under the authority of the *Marriage Act*, R.S.O. 1990, c. M. 3 and will be used to determine whether to issue the marriage licence, to register and record the marriage, provide certified copies, extracts, certificates, search notices, photocopies and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes. It is an offence to knowingly make a false statement on this form. Questions about this collection should be directed to: the Deputy Registrar General, Office of the Registrar General, 189 Red River Road, PO Box 4600, Thunder Bay ON P7B 6L8. Telephone: 1-800-461-2156 (outside Toronto but within North America) or 416-325-8305 (in Toronto or outside North America), 416-325-3408 (TTY/Teletypewriter).

Congratulations on your forthcoming Marriage. This notice contains important information about the Marriage Licence you have just purchased. This licence can only be used in the Province of Ontario.

**Part 3, Statement of Marriage**

- The Statement of Marriage must be completed accurately and clearly as it is the permanent legal record of your marriage.
- This document must be signed during the ceremony by you, your witnesses and the person solemnizing your marriage.
- It is the responsibility of the person solemnizing your marriage to send the completed and signed document to the Office of the Registrar General.

**Record of Solemnization of Marriage**

- The Record of Solemnization of Marriage will be completed, detached and given to you by the person solemnizing the marriage once the ceremony is completed.
- The Record of Solemnization of Marriage is **not** an official marriage certificate.

**Proof of Marriage Registration**

- To have proof that your marriage has been registered by the Province of Ontario, it is recommended that you order a marriage certificate.
- You may order an official marriage certificate approximately 12 weeks from the date of marriage.
- Current fees and application forms are available at your local municipal office.
- Complete and mail the application with the appropriate fees to the Office of the Registrar General, PO Box 4600, Thunder Bay ON P7B 6L8.

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Félicitations à l'occasion de votre mariage prochain. Le présent avis contient d'importants renseignements sur la Licence de mariage que vous venez d'acheter. Cette licence n'est valide qu'en Ontario.

**3<sup>e</sup> partie, Déclaration de mariage**

- Il faut s'assurer que la Déclaration de mariage est remplie avec clarté et précision, car elle constitue le document juridique permanent de votre mariage.
- Au cours de la cérémonie, la personne qui célébrera votre mariage, vos témoins et vous-mêmes devrez signer ce document.
- Il incombe à la personne qui célèbre le mariage de faire parvenir le document dûment rempli et signé au Bureau du registraire général de l'état civil.

**Attestation de célébration de mariage**

- Après la cérémonie, la personne qui aura célébré votre mariage remplira, détachera et vous remettra une attestation de célébration de mariage.
- L'attestation de célébration de mariage **ne constitue pas** votre certificat officiel.

**Preuve de l'enregistrement du mariage**

- Pour obtenir la preuve que la province de l'Ontario a enregistré votre mariage, nous vous invitons à commander un certificat de mariage.
- Vous pouvez commander ce certificat approximativement 12 semaines après la date du mariage.
- Vous pouvez obtenir le barème des droits actuels et les formules de demande auprès du bureau local de votre municipalité.
- Veuillez remplir et envoyer la demande, en y joignant les droits prévus, au Bureau du registraire général de l'état civil, CP 4600, Thunder Bay ON P7B 6L8.

## Before you get married...

You need to check that the person performing your marriage ceremony is an authorized official. It is important to ensure that your marriage is performed properly and legally.



### Who can perform a legal marriage in Ontario



- A **religious marriage ceremony** may be performed by a person who is registered under the Marriage Act to perform religious marriages in Ontario (religious official).
- A **civil marriage ceremony** may be performed by a judge, a justice of the peace, or a municipal clerk and/or their delegate.

Only persons noted above are authorized to perform a marriage in Ontario.



### Check before you get married

Find out if a person performing your marriage is an authorized official.

#### Religious Official:

- Check online at [ServiceOntario.ca/GettingMarried](http://ServiceOntario.ca/GettingMarried) to access lists of religious officials who are registered to perform marriages. Call ServiceOntario at 1-800-461-2156 (areas outside Toronto) or 416-325-8305.

#### Ontario Municipal Clerk/Delegate:

- Contact your local city hall, town hall or municipal office to determine whether they provide civil marriage services and if so, who can perform a marriage.

#### Judge/Justice of the Peace:

- Judge: must be an Ontario provincial judge or a judge of the Ontario Superior Court of Justice.
- Justice of the Peace: must be a justice of the peace under Ontario's Justices of the Peace Act.

Visit [ServiceOntario.ca/GettingMarried](http://ServiceOntario.ca/GettingMarried) for more information.



Ontario

**Who may marry**

Any person who is at least 18 years of age may marry. No person under 16 years of age may marry. Any person who is 16 or 17 years of age (other than a widowed or divorced person) may marry with the written consent of his/her parents or legal guardians. A special consent form is available for this purpose from your local Municipal Office.

If any person whose consent is required is unavailable or refuses to consent, an application may be made to a judge to dispense with consent.

A person whose previous marriage has been dissolved or annulled will require:

- a) If the marriage was dissolved or annulled in Canada, the original or court-certified copy of the final decree, judgment or certificate of divorce dissolving or annulling the marriage; or
- b) If the marriage was dissolved or annulled outside of Canada, the authorization of the Minister of Government Services. This requirement is explained in more detail below; or
- c) Where the earlier marriage of one of the parties was terminated by the **presumed** death of a spouse, a court order declaring the death of the spouse must be obtained. An issuer of Marriage Licences can provide more information upon request.

**How one marries**

A marriage may be solemnized under the authority of a licence or the publication of banns.

**1) Marriage Licence**

A licence to marry may be obtained from the issuer of Marriage Licences at your local Municipal Clerk's Office. At least one party to the proposed marriage must apply in person. However, the application must be signed by both applicants.

The issuer may require proof of age of either party (if only one party is applying, he/she must bring proof of age of the other party). All minors must submit proof of age.

There are **no** requirements respecting residency, pre-marital blood tests or medical certificates.

A marriage licence is valid for use anywhere in Ontario. The licence expires 3 months after the date of issue.

There is a fee charged for a marriage licence.

**2) Publication of banns**

A marriage may be solemnized under the authority of the publication of banns where both parties to the proposed marriage worship regularly at their own church in Canada.

No one may marry under the authority of the publication of banns if there was a previous marriage (dissolved or annulled). Further information concerning marriage under the authority of the publication of banns may be obtained from a minister or a member of the clergy.

**Who may perform a marriage ceremony**

A marriage ceremony in Ontario may be performed by:

- a) a minister or member of the clergy registered under the *Marriage Act*
- b) a judge or justice of the peace.

Local court offices and municipal offices may provide the names of judges or justices of the peace who perform civil marriage ceremonies.

**Civil Ceremony**

A civil ceremony by a judge or justice of the peace may only be conducted under the authority of a marriage licence. The date and time of the ceremony must be arranged by the applicant. The applicants must also arrange for 2 witnesses to be present at the ceremony. There is an additional fee for civil ceremonies.

**Authorization**

An applicant whose former marriage was dissolved or annulled in a jurisdiction other than Canada must obtain authorization from the Minister of Government of Services before a marriage licence may be issued. To obtain this authorization, the applicants or a lawyer representing them, must submit the following to:

Office of the Registrar General  
189 Red River Road  
PO Box 3000  
Thunder Bay ON P7B 5W0

- 1) A completed marriage licence application signed by both applicants.
- 2) An original or court certified copy of the divorce decree or annulment (certified by the proper court officer in the jurisdiction the divorce/annulment was granted). If the decree is in a language other than English or French, include a translated copy together with an affidavit sworn by the translator.
- 3) A Statement of Sole Responsibility for each divorce signed by both applicants. Blank statements are available from the local issuer of Marriage Licences.
- 4) A legal opinion of an Ontario lawyer, addressed to both applicants, giving reasons why the divorce or annulment should be recognized in the Province of Ontario. A sample legal opinion letter can be obtained from the Office of the Registrar General by calling 1 807 343-7492 or toll free in Ontario at 1 800 461-2156. A sample letter will be faxed to your lawyer upon the lawyers request.