



7490 Sideroad 7 W, PO Box 125,  
Kenilworth, ON N0G 2E0

[www.wellington-north.com](http://www.wellington-north.com)

519.848.3620

1.866.848.3620 FAX 519.848.3228

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Simply Explore.  
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## MARRIAGE LICENCE REQUIREMENTS FOR ONTARIO

**APPOINTMENT REQUIRED – PLEASE CALL THE TOWNSHIP OFFICE AT 519-848-3620**

An appointment is necessary for the issuance of a marriage licence, please contact the Township Municipal Office at 519-848-3620 for an appointment.

Licence Fee: \$125 Cash or Debit

A licence may not be issued more than three (3) months prior to the date of the marriage ceremony. The licence expires three (3) months after the date of issue. A marriage licence is valid for use anywhere in the Province of Ontario.

Application Form: Both parties must sign the *Marriage Licence Application* form. A marriage licence can only be issued to the bride and/or groom. If one party is not present for the issuance of the licence, you must show acceptable proof of age for the person not able to be here. This proof would be an *original* birth certificate, an *original valid* passport, immigration record, etc. The persons present must show identification with their signature on it.

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

If a marriage was dissolved or annulled in Canada, the *original* court-certified copy of the final decree, judgement or certificate dissolving or annulling the marriage must be provided.

An applicant whose former marriage was dissolved or annulled in a jurisdiction other than Canada must obtain authorization from the Minister of Government Services before a marriage licence may be issued.

For further information, please contact the Township Office.



Ontario

Office of the Registrar General

MARRIAGE LICENCE APPLICATION

Marriage Act - Form 3

Marriage Licence No.

APPLICANT		LAST NAME	JOINT APPLICANT	
		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	
COURT FILE NUMBER		IF DIVORCED IN CANADA, please provide the court file number	COURT FILE NUMBER	
CITY DIVORCE GRANTED IN			CITY DIVORCE GRANTED IN	
		RELIGIOUS DENOMINATION		
AGE	DATE OF BIRTH DAY MONTH YEAR	AGE AND DATE OF BIRTH	AGE	DATE OF BIRTH DAY MONTH YEAR
PROVINCE (IF OUTSIDE CANADA, COUNTRY)		PLACE OF BIRTH	PROVINCE (IF OUTSIDE CANADA, COUNTRY)	
LAST NAME		FATHER'S NAME (Last, First)	LAST NAME	
FIRST (NAMES)			FIRST (NAMES)	
LAST NAME		MOTHER'S MAIDEN NAME (Last name before marriage, First)	LAST NAME	
FIRST (NAMES)			FIRST (NAMES)	
PROVINCE (IF OUTSIDE CANADA, COUNTRY)		FATHER'S PLACE OF BIRTH	PROVINCE (IF OUTSIDE CANADA, COUNTRY)	
PROVINCE (IF OUTSIDE CANADA, COUNTRY)		MOTHER'S PLACE OF BIRTH	PROVINCE (IF OUTSIDE CANADA, COUNTRY)	
STREET NAME AND NUMBER APT		PRESENT RESIDENCE OR POSTAL ADDRESS	STREET NAME AND NUMBER APT	
CITY OR TOWN PROVINCE			CITY OR TOWN PROVINCE	
POSTAL CODE TELEPHONE NUMBER			POSTAL CODE TELEPHONE NUMBER	
STREET NAME AND NUMBER APT		PERMANENT HOME ADDRESS IF DIFFERENT FROM ABOVE	STREET NAME AND NUMBER APT	
CITY OR TOWN PROVINCE			CITY OR TOWN PROVINCE	
POSTAL CODE TELEPHONE NUMBER			POSTAL CODE TELEPHONE NUMBER	
INTENDED PLACE OF MARRIAGE	CITY, TOWN, VILLAGE	COUNTY OR DISTRICT	INTENDED DATE OF MARRIAGE	
I DECLARE THAT THE ABOVE INFORMATION IS CORRECT: SIGNATURE OF APPLICANT		I DECLARE THAT THE ABOVE INFORMATION IS CORRECT: SIGNATURE OF JOINT APPLICANT		
DATE		DATE		

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. Questions about this collection should be directed to: The Deputy Registrar General, Office of the Registrar General, PO Box 4600, Thunder Bay, ON P7B 6L8. Telephone 1 800 461-2156 or 416 325-8305.

## 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

# Request for Marriage Certificate

(For marriages which took place in Ontario only)

(THIS SPACE RESERVED FOR OFFICE USE ONLY)

**If you have any questions, please contact the**  
 Office of the Registrar General  
 189 Red River Road  
 PO Box 4600  
 Thunder Bay ON P7B 6L8  
 Telephone: 1 800 461-2156 (outside of Toronto)  
               416 325-8305 (in Toronto)  
               416 325-3408 (TTY/Teletypewriter)  
 Fax: 807 343-7459

Please **PRINT** clearly in blue or black ink.

In the context of this form, the word "Applicant" refers to the person completing this Request.

## Applicant Name

First Name	Last Name
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## Mailing Address

Organization / Firm (if applicable)				
Street No.	Street Name	Apt. No.	Buzzer No.	PO Box
City		Province		
Country		Postal Code	Telephone Number (including area code) Ext.	

## 1. What information are you requesting and how much will it cost?

- Marriage Certificate (File Size) NOTE: Section 4a must be completed**  
 This contains basic information, such as names, date and place of marriage.  

\$15.00 each
Quantity 
\$
- Certified Copy of Statement of Marriage (Long form) NOTE: Section 4b must be completed**  
 This contains all information registered on the statement of marriage including signatures.  

\$22.00 each
Quantity 
\$
- Search**  
 A search results in a letter that either confirms the marriage registration exists or that there is no registration (see Instruction #4). If you don't know the exact date of the marriage event, choose a year based on information you may have obtained for this purpose, and write it in the space provided for the date. We will search that whole year plus two years before and after, for a total of five years. You may also request a search of additional years, in increments of five years.  

Range of years searched \_\_\_\_\_ to \_\_\_\_\_
Each 5 years searched .....\$15.00
\$

The Office of the Registrar General holds records for marriages that happened in Ontario during the past 80 years.

**To obtain older records, contact:**

Archives of Ontario  
 134 Ian Macdonald Boulevard  
 Toronto ON M7A 2C5  
 1 800 668-9933  
 416 327-1600

## 2. Details of Brides/Grooms

Name of Bride/Groom	Last name before marriage	First Name	Middle Name
Any other last name used		Place of Birth (Province/Country)	
Name of Bride/Groom	Last name before marriage	First Name	Middle Name
Any other last name used		Place of Birth (Province/Country)	

## 3. Details of Event

Date of Marriage	OR, If date unknown, range of years to search	Place of Marriage (City, Town or Village)
Year    Month    Day	_____ TO _____	
Is either bride/groom deceased? <input type="checkbox"/> YES <input type="checkbox"/> NO		

## 4. Details of the Applicant (Please indicate to which category of entitled individuals the applicant belongs)

### 4a. Applicants for a Marriage Certificate (File Size):

I am: <input type="checkbox"/> bride/groom <input type="checkbox"/> parent of either bride/groom <input type="checkbox"/> child of the marriage	<i>In the case that the applicant is the Next of Kin or the Extended Next of Kin, please complete the following certification:</i>  I, _____ (name, please print), am the _____ of _____. I certify that I am the Next of Kin, or the Next of Kin are deceased, and I am the Extended Next of Kin.
Only the individuals above are entitled to apply for a Marriage Certificate (File Size). If either or both bride(s)/groom(s) are deceased, the following additional Next of Kin (see Instruction #1) are entitled to apply for a Marriage Certificate (File Size): My relationship is: <input type="checkbox"/> sibling of either bride/groom <input type="checkbox"/> If either bride(s)/groom(s) is deceased, and the Next of Kin are also deceased, the Extended Next of Kin (see Instruction #1) may apply. Please indicate the applicant's relationship to either bride/groom _____	
<input type="checkbox"/> Authorized Representative of any entitled individual (see Instruction #2). Proof of authorization is required and must be attached to this application (see Instruction #3)	

### 4b. Applicants for a Certified Statement of Marriage (Long Form):

I am: <input type="checkbox"/> bride/groom. Only bride(s)/groom(s) are entitled to apply	<i>In the case that the applicant is the Next of Kin or the Extended Next of Kin, please complete the following certification:</i>  I, _____ (name, please print), am the _____ of _____. I certify that I am the Next of Kin, or all the Next of Kin are deceased, and I am the Extended Next of Kin.
If either or both bride(s)/groom(s) are deceased, the Next of Kin are entitled to apply (see Instruction #1). My relationship is: <input type="checkbox"/> parent of either bride/groom marriage <input type="checkbox"/> child of the marriage <input type="checkbox"/> sibling of either bride/groom <input type="checkbox"/> either or both the bride(s)/groom(s) is deceased, and the Next of Kin are also deceased, the Extended Next of Kin (see Instruction #1) may apply. Please indicate the applicant's relationship to the bride/groom _____	
<input type="checkbox"/> Authorized Representative of any entitled individual (see Instruction #2). Proof of authorization is required and must be attached to this application (see Instruction #3)	



**5. Why are You Requesting this Information? (Select One)**

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> pension benefits  | <input type="checkbox"/> insurance   | <input type="checkbox"/> divorce               |
| <input type="checkbox"/> estate settlement | <input type="checkbox"/> immigration | <input type="checkbox"/> other (specify) _____ |

I authorize the Office of the Registrar General to issue the requested document/information, and consent to the Ministry of Government Services collecting information about myself and the person(s) named on the record (if other than myself) from such other sources as may be necessary to verify the information on this form and my entitlement to the service required, and the disclosure of such information to the Ministry of Government Services. I am aware that it is an offence to wilfully make a false statement on this form.

Signature of Applicant	Daytime Telephone Number (including area code)	Date Signed		
	Ext.	Year	Month	Day

**Instructions**

**Instruction #1**

For the purposes of entitlement to a Marriage Certificate (File Size), Next of Kin to the Bride/Groom include: Parents of either the Bride/Groom and Children of the marriage. If either (or both) of the Bride/Groom is deceased, Sibling(s) are entitled. Extended Next of Kin (closest surviving relative) to the Bride/Groom include: Grandmother, Grandfather, Aunt, Uncle, First Cousin, Niece, Nephew, or Grandchild.

For the purpose of entitlement to a Certified Copy of Statement of Marriage (Long Form), Next of Kin to the Bride/Groom include: Parents of either the Bride/Groom, Children of the marriage, Sibling(s) of the Bride/Groom. Extended Next of Kin (closest surviving relative) to the Bride/Groom include: Grandmother, Grandfather, Aunt, Uncle, First Cousin, Niece, Nephew, or Grandchild.

**Instruction #2**

Authorized Representative includes an estate trustee, an executor or administrator, a person with power of attorney or a person with legal guardianship acting on behalf of the deceased or an entitled individual.

**Instruction #3**

Proof of Authorization includes a certificate of appointment of estate trustee, letters of administration, an order under the *Declarations of Death Act, 2002*, a will, proof of power of attorney and proof of legal guardianship.

**Instruction #4**

A search may be requested by an individual getting married in another jurisdiction to demonstrate that he/she has not been married in Ontario (sometimes referred to as a letter of non-impediment).

**Mail the Completed Request to:**  
**The Office of the Registrar General**  
 189 Red River Road  
 PO Box 4600  
 Thunder Bay ON P7B 6L8  
 Fax: 807 343-7459

**If you require faster service than 6-8 weeks,  
 please apply online at [www.ServiceOntario.ca](http://www.ServiceOntario.ca)**

Personal information contained on this form is collected under the authority of the *Vital Statistics Act, R.S.O. 1990, c.V.4* and will be used to provide certified copies, extracts, certificates, or search notices and to verify the information provided and your entitlement to the service requested and for security and law enforcement purposes. It is an offence to wilfully 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 outside Toronto 1 800 461-2156 or in Toronto 416 325-8305, TTY/Teletypewriter (for the hearing impaired) 416 325-3408 or Fax: 807 343-7459.

# Payment Method and Credit Card Authorization

## Applicant's Information

Applicant's First Name	Applicant's Last Name
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## Persons Named on the Marriage Certificate

Name of Bride/Groom	Last name before marriage	First Name	Middle Name

- If you're sending your payment from anywhere other than Canada, you must pay with an international money order in Canadian funds drawn on a Canadian clearing house, or by VISA, MasterCard or American Express.
- We will not accept post-dated cheques. An administration fee of \$35.00 will be applied to any cheques returned by a Financial Institution.
- We **DO NOT** accept cash as payment for any type of application.
- Please note that fees are subject to change without notice. You may send your request by mail, and pay by cheque or money order, made payable to Minister of Finance, or by VISA, MasterCard or American Express.

## Your Payment Options

- Cheque or Money Order. Please make payable to: "Minister of Finance".
- Credit card payment. Please complete Credit Card Information below. ▼  
 You must pay by credit card if you are faxing your request to us.  
 Our fax number is: **807 343-7459**.

## Credit Card Information

Print Name of Cardholder (as it appears on the credit card)	Name of Credit Card Company		
	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Signature of Cardholder	Date		
	Year	Month	Day
Credit Card Number (print clearly)	Expiration Date		
	MM	YY	

**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.