

Town of Parry Sound

MARRIAGE LICENCE INFORMATION

Applicants are requested to **read the following instructions carefully** before completing the application for a Marriage Licence.

1. A marriage licence may only be issued to the applicant and/or the joint applicant. Both persons must complete and sign the marriage licence application in ink, listing their full legal names.

Only one of the two persons to be married is required to attend the office for issuing of the marriage licence, however, that person must have the completed signed application and identification documents for both parties to the marriage. The marriage licence will be issued the same day providing all documentation is complete.

The Province of Ontario requires that one of the following **original** documents must be provided:

- Birth Certificate OR
- Current Passport OR
- Canadian Citizenship Card OR
- Landed Immigrant papers OR
- Legal Change of Name Certificate OR
- Certificate of Indian Status (Status Card)

PLUS current photo ID **if** a current photo is not included with one of the above-noted documents.

- If you were born in Ontario and do not have an original birth certificate, one can be obtained from the Province of Ontario, 1-800-461-2156. Application forms are available serviceontario.ca or from the town office. They are also available at all Service Ontario offices.
- If you were born outside of Ontario and do not have an original birth certificate or current passport, you must apply to your Province of Birth for an original birth

certificate, or if you were born outside of Canada, you must provide the Town with a current Passport, or a Canadian Citizenship Card, or Landed Immigrant papers.

- If you were born outside of Canada and your birth certificate or current passport is in a foreign language, a written translation of the birth certificate or current passport is required. This can be done by a person who is fluent in the language and is not related to either person applying for the marriage licence, or by a company that provides translation services. A list of such companies can be found under "Translators & Interpreters." The person providing the translation must complete an Affidavit that is sworn before a Commissioner of Oaths or Notary Public proving the authenticity of the translation.

2. Proper street addresses are required for both parties or for rural properties; the lot, concession and township or the 911 address.

3. Both persons must be at least 18 years of age. Applicants 16 or 17 years of age require parental/guardian consent.

4. **Divorced in Canada:** You must bring with you to the appointment official proof of the divorce when you apply for a marriage license. This can be **the original** or a **court-certified copy** of one of three documents: **the final decree; the final judgment; a certificate of divorce**. The divorce documentation will be returned to the parties.

5. **Foreign Divorce:**

If a divorce was granted outside of Canada, consent from the Office of the Registrar General must be obtained before a licence can be issued. Refer to [Requirements Respecting Marriage in Ontario](#)

6. Licence Fee : \$179.00 (1/1/2024) Cash, debit or cheque accepted.

7. Issuing Hours: **Monday to Friday 8:30 am - 4:00 pm**

Marriage licences are only being issued by appointment. Please call to make an appointment and to ensure staff are available to issue.

705 746-2101 ext. 214

8. Expiry Date: A marriage licence obtained in Ontario is valid for use anywhere in Ontario for a period of three (3) months from the date of issue. If you do not marry within this time period, you must apply for, and purchase, a new licence. Once a marriage licence is processed it must be paid for and monies cannot be reimbursed. There is no waiting period between date of issue and date of ceremony.

Unused licenses issued during a Declared State of Emergency due to the Pandemic may have had the expiry date extended. Please refer to the Service Ontario website for applicable dates.

9. Ceremony: Registered Officiants: For a current list of registered religious or indigenous officiants to perform marriages please visit:

www.serviceontario.ca/gettingmarried

This list is updated weekly & is listed alphabetically and by municipality.

10. Civil Ceremonies: May be performed by one of these registered officiants: Judge, Justice of the Peace, Case Management Master, Municipal Clerk/Designate, at a location mutually determined between you and the officiant.

Note: In our area neither Judges, Justices of the Peace nor the Municipal Clerk perform civil ceremonies.

Additional information may be obtained directly from the Issuer or Deputy Issuer of marriage licences at the Town of Parry Sound 705 746-2101 ext. 214 or 220, by reviewing [Requirements Respecting Marriage in Ontario](#) or by visiting www.serviceontario.ca

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