

## **Town of Renfrew – Marriage License Information**

### **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 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 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:

- if the marriage was dissolved or annulled in Canada, the original or court-certified copy of the final decree, judgement or certificate of divorce dissolving or annulling the marriage; or
- if the marriage was dissolved or annulled outside of Canada, the authorization of the Minister of Consumer and Commercial Relations. This requirement is explained in more detail below; or
- Where the earlier marriage of one of the parties was terminated by the presumed death of a spouse, a court order declaring the presumed death of the spouse must be obtained. An issuer of Marriage Licenses can provide more information upon request.

### **How One Marries**

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

#### **1) Marriage License**

A license to marry may be obtained from the issuer of Marriage Licenses 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 license is valid for use anywhere in Ontario. The license expires 3 months after the date of issue.

There is a fee charged for a marriage license.

#### **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 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 minister or member of the clergy registered under the Marriage Act
- 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 license. 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 Consumer and Commercial Relations before a marriage license may be issued. To obtain this authorization, the applicants or a lawyer representing them, must submit the following to:

The Office of the Registrar General  
P.O. Box 4600  
189 Red River Road  
Thunder Bay, ON P7B 6L8

1. A completed marriage license application signed by both applicants.
2. A copy of the decree of divorce or annulment (certified by the proper court officer in the jurisdiction the divorce/annulment was granted) or sealed by the court. If the decree is in a language other than English or French, include a certified translation.
3. A statement of Sole Responsibility for each divorce signed by both applicants. Blank affidavits are available from the local issuer of Marriage Licenses.
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.

### **Town of Renfrew Requirements**

The following are the requirements for a marriage license in the Town of Renfrew:

- A Marriage License can be issued only to the bride and/or groom. When completing the application please ensure that all given names are stated.

- A Birth Certificate and Government Issued Photo Identification (example Driver's License) or Passport must be produced by both the bride and the groom. Photocopies are not acceptable. (If you do not possess the identification requirements for a marriage license please contact the clerk for assistance.)
- Parental consent is required if either the bride or groom is 16 or 17 years of age.
- Marriage licenses, once issued, are valid for 3 months from the date of issue.
- If you have been divorced within Canada, we will require the original certificate of divorce or decree absolute, or a certified true copy of the same from the Court in which you were divorced.
- If you have been divorced outside of Canada, please refer to the Requirements Respecting Marriage in Ontario, Authorization Section.
- The Marriage License fee is \$125 for Renfrew Residents and \$150 for Non-Residents, cash or debit only.
- Marriage Licenses Applications may be obtained during regular business hours, Monday to Thursday, 8:30 am to 4:15 pm and Friday from 8:30 am to 3:45 pm.
- To pick up a completed Marriage License arrangements must be made by contacting the Clerk's Department and setting up an appointment. 613-432-4848 or [jchakavi@renfrew.ca](mailto:jchakavi@renfrew.ca).
- The expected processing time for completing the Marriage Licence is normally 3 business days from when the Application is dropped off.