



Clerk's Department
5684 Trafalgar Rd. Hillsburgh,
Ontario N0B 1Z0
Tel: (519) 855-4407 ext. 223
Fax: (519) 855-4821
E-mail: clerks@erin.ca
www.erin.ca

Congratulations on your upcoming marriage – let's ensure you are ready for the big day!

Marriage Licence Requirements

In the province of Ontario, you need a marriage licence in order to get married. Marriage licences are only valid in Ontario for **90 days** from the date of issuance.

All applicable documents referenced below are available at Town Hall and www.erin.ca.

- 1) Please review the Requirements Respecting Marriage in Ontario information sheet.
- 2) Complete the Marriage Licence Application (Form 3).
 - a. Both the applicant and joint applicant **must** sign the application.
- 3) Once the application is complete, submit it via e-mail to clerks@erin.ca or in-person at Town Hall. Following receipt, staff will advise as to appointment availability by phone or e-mail. **Walk-ins are not permitted**. At least one applicant must attend. However, where only one applicant is present, the original Form 3 signed by both parties must be provided at your appointment. Typically, staff are able to issue a marriage licence within 2 weeks of receiving a complete application.
- 4) Both applicants must provide two pieces of identification **each** that are valid originals and in good condition. At least one ID per applicant must be from the list of primary options and one must include a photo. Acceptable forms of identification include:
 - a. Primary ID:
 - i. Valid passport;
 - ii. Birth certificate – including change of name certificates;
 - iii. Canadian Citizenship Card;
 - iv. Valid Canadian Government Refugee Document (with photo);
 - b. Secondary ID:
 - i. Canadian Record of Immigrant Landing;
 - ii. Certificate of Canadian Citizenship;
 - iii. Citizenship Card from any country;
 - iv. Valid Driver's licence;
 - v. Valid Ontario photo card; and
 - vi. Permanent Resident Card.
- 5) Both applicants must be at least age 18, unless the minor is 16 years or more and has the written consent of all legal parents (i.e. registered at birth or legal adoption) or a judgement if Crown Ward.
 - a. If required, please complete the Consent of Parent/Guardian to Marriage Form.

- 6) If an Applicant has been granted a Divorce or an Annulment in Canada, the Applicant must submit the ORIGINAL or a COURT CERTIFIED COPY of their Canadian Certificate of Divorce or Decree Absolute.

If a digitally signed and sealed Certificate of Divorce is provided to you by the court office, please forward the e-mail correspondence to clerks@erin.ca.

- a. If the Divorce or an Annulment occurred in a jurisdiction outside of Canada, the applicant must obtain a Foreign Divorce Authorization by submitting the following documents to ServiceOntario:
- i. marriage licence application form: completed and signed
 - ii. statement of sole responsibility: for each divorce (signed by both people who are planning to get married and a witness)
 - iii. legal opinion letter: from an Ontario lawyer, addressed to both applicants, giving reasons why the divorce or annulment should be recognized in Ontario
 - iv. divorce decree or annulment: an original or court-certified copy in English or French. If the decree is in another language, you will need to include a translated copy and an affidavit sworn by a certified translator

- 7) Pay \$135.00 application fee by cash, certified cheque, debit or credit at the appointment.

For more information see ServiceOntario's website: <https://www.ontario.ca/page/getting-married>