



## *Marriage License Application*

### **Please Read Carefully**

#### **Marriage Act. Section 35-(1)**

Every person who knowingly makes any false statement in any document under this Act, in addition to any other penalty of punishment to which the person may be liable, is guilty of an offence and on conviction is liable to a fine of not more than \$1000.00 or to imprisonment for a term of not more than one year, or both.

**General Enquiry:** 613-342-8772 extension 4431  
or by email: [clerk@brockville.com](mailto:clerk@brockville.com)

**Hours Issued:** 8:15 am to 3:30 pm Monday to Friday, Customer Service Office, City Hall. The application issuing process takes approximately 20 minutes, assuming all conditions have been met.

**License Fee:** as per the **current** Fees and Services By-law (Cash, Money Order, Interac, Visa, Mastercard)

**Age Minimum:** You need to be at least 16 years old to get married in Ontario. If you are under 18 years old you will need written consent from both parents. You can get consent forms where you get a marriage licence.

Licenses can be issued to the **Applicants Only**.

Both parties must sign the Marriage License Application (Form #3). If you live at a rural route number or if you have a box number as an address, we require the civic address or the Lot, Concession and Township.

The completed application may be submitted by either applicant. All the proper identification is required for the absent person as well as for the person submitting the application.

#### **Identification Required for Both Persons:**

Two (2) pieces of government issued identification for each person getting married. One piece of identification **must** include your photo.

Examples of government issued identification:

- Government issued birth certificate, including any change of name certificates
- Valid passport
- Record of immigrant landing
- Canadian citizenship card
- Valid driver's licence
- Valid Ontario Photo card

**Divorce Documents Required:**

- When an applicant has been divorced and the divorce was granted in Canada, the Final Decree, the Final Judgment, or the Certificate of Divorce (or a Court Certified True Copy) is required. A copy can only be certified by the Court in which you were divorced. A Divorce Order is not acceptable. ***A Photocopy is not acceptable.***
- If the divorce was granted outside of Canada, please consult the Issuer of Marriage Licenses at City Hall for further details regarding Provincial authorization. The process for applying for and obtaining authorization from the Registrar General's Office in Thunder Bay is a lengthy process. Please ensure that you allow a minimum of 6-8 weeks to obtain documentation from that provincial office.

A Marriage License is valid for use anywhere in Ontario for a period of three (3) months from the date of issue. There is no waiting period required between the issuance of the license and the day of the marriage.

Marriage ceremonies are no longer performed by a Justice of the Peace in this area.

If you prefer a clergy person, please go to the Service Ontario webpage "Getting Married" ([Ontario.ca/page/getting-married](https://ontario.ca/page/getting-married)). The webpage contains a current list of religious officials authorized to perform legal marriages in Ontario (alphabetically and by municipality). Or call Service Ontario at 1-800-267-8097.