

# Township of Southwold Township of Southwold

## Marriage Licence Application Information





## TOWNSHIP OF SOUTHWOLD

### OFFICE OF THE CLERK

35663 Fingal Line  
Fingal, ON N0L 1K0

Phone: (519) 769-2010

Fax: (519) 769-2837

Email: [jmclarty@southwold.ca](mailto:jmclarty@southwold.ca)

## ONTARIO MARRIAGE LICENCE APPLICATION INFORMATION

**Location:** The Township of Southwold issues marriage licences Monday to Friday. Office hours are 8:30 am – 4:30 pm at the Southwold Township Administration Office, 35663 Fingal Line, Fingal, ON N0L 1K0.

Once the Administrative Assistant receives your completed marriage application, please allow an addition 10 business days to complete the licence.

**Fee:** Resident - \$100.00 cash, debit card or credit card with a 2% fee. - *Including applicant with a parent who is a Southwold resident*  
Non-Resident - \$110 cash, debit card or credit card with a 2% fee

**Who May Apply:** A marriage licence can only be issued to either one or both parties named on the application. Both individuals must sign the completed Marriage Licence Application Form, and the absentee party must provide their original identification for the licence to be issued. At least one party must be present to obtain the licence.

**Identification:** Two pieces of identification are required for each applicant; ***there are no exceptions to this policy.*** Identity documents must be original; photocopies *will not* be accepted. The issuer will take a photocopy of all identification papers provided, attach them to the marriage licence application and return the originals to the applicant.

(1) For the **first piece of identification**, one of the following documents will be accepted:

- Birth Certificate
- Canadian Citizenship Card

(2) The **second piece of identification MUST** be photo identification; one of the following documents will be accepted:

- Current Driver's Licence
- Current Passport
- Native Status Card
- Permanent Residency Card

**Please Note:** Documents in a language other than English or French must be translated by a certified translator.

**Interpreters:** If you do not understand or read English, you must provide your own interpreter. The interpreter must also provide two pieces of identification, one of which must be photo identification.

**Validity/Expiry:** A marriage licence is valid for 90 days from the date it is issued and can be used anywhere in Ontario. The date and place of the ceremony must be established and noted on the application *before* the licence is issued.

**Address:** Rural route or box numbers are not an address. The lot, concession and municipality, 9-1-1 address, or actual street address is required on the application.

**Age Requirements:** Marriage licences may be issued to applicants 18 years of age and over. If an applicant is under the age of 18 years of age, a consent form must be signed by both parents, or the parent having legal custody. The consent form can be obtained at the Clerk's Office.

**Marriage After Divorce:** If you were divorced in Canada, an original Certificate of Divorce must be presented (this certificate will have a seal and an original signature). No photocopies will be accepted and there are absolutely no exceptions to this requirement.

If there is a previous divorce that was granted outside of Canada, approval is required from Office of the Registrar General before a marriage licence can be issued. This approval takes a minimum of four weeks to process. Please contact the Clerk's Office for more information or visit the Ministry Website at <http://www.gov.on.ca>. There are no exceptions to this Provincial Law.

**Ceremonies:** It is the responsibility of the individuals to arrange a marriage ceremony. Only authorized clergy and other qualified individuals may perform marriage ceremonies in the Province of Ontario. A list of religious officials authorized to perform marriages under the Marriage Act is maintained at [www.serviceontario.ca](http://www.serviceontario.ca).

**Name Change:** If you are considering changing your name the first thing you should do is check your birth certificate to see exactly how your full name is listed. **The name on your Birth Certificate is your legal name.**

**Assumed Name Change:** If you have an assumed name (you have assumed your spouse's name under the Marriage Act), you are permitted to return to your maiden name (the name you were born with – if that is what is listed on your Birth Certificate).

Many individuals (or their spouse) have an assumed name that they have chosen to acquire through marriage.

**Changing your last name (just married):** When you get married, you don't have to legally change your last name (surname). You have 3 options if you would like to change your name. You can:

- change your last name to your spouse's last name
- combine both of your last names with a space in-between
- combine both of your last names with a hyphen

To change your last name, you will need:

your marriage certificate  
your current photo health card and/or driver's licence if you do not have a photo health card, you must also bring three original documents to prove your Canadian citizenship, that you are an Ontario resident and to prove your personal identity

**A marriage certificate** is a document containing the details of a marriage performed in Ontario. You can order a copy or multiple copies online if the marriage is registered in Ontario. You can use this certificate to change your name, process a divorce, or as a record of family history. To order a marriage certificate online: <https://www.orgforms.gov.on.ca/eForms/start.do?lang=en>

**No legal form is required to return to your maiden name if you have not changed your birth certificate.** To change back to your maiden name you would start with your Driver's Licence by requesting a name change at the Licensing office (they may want to see your birth certificate). However, you must then change all other identification as well, this may be time-consuming. All identification, ie. Social Insurance Card, Health card, banking information/credit cards, Revenue Canada taxation forms, even the simplest forms such as a movie membership card should be changed to reflect the name you will now be using.

**Legal Name Change:** If you have had a legal name change in the past (**that is that you have changed the name on your birth certificate**) and wish to change your name, then you must apply for a legal name change once again.

Legal name change (packages) are only available through the ORG (Office of the Registrar General) in Thunder Bay, Ontario. Please call 1-800-461-2156 and ask them to send out the **Change of Name Package** and ask about the fee. You can also visit their website at <http://www.serviceontario.ca>.

**Additional Questions:** If you have any additional questions or require further clarification, please do not hesitate to contact the Administrative Assistant at the Township Administration Office – 519-769-2010 or on the Ministry Website [www.gov.on.ca](http://www.gov.on.ca)

**Attachments:**

The following documents are included in this package

1. Marriage Licence Application – Form 3
2. Request for Marriage Certificate (3 Pages)
3. Requirements Respecting Marriages in Ontario – Form 1103

Please contact: June McLarty, Administrative Assistant

(519) 769-2010 Ext. 22

[jmclarty@southwold.ca](mailto:jmclarty@southwold.ca)



## TOWNSHIP OF SOUTHWOLD

### OFFICE OF THE CLERK

35663 Fingal Line  
Fingal, ON N0L 1K0

Phone: (519) 769-2010

Fax: (519) 769-2837

Email: [jmclarty@southwold.ca](mailto:jmclarty@southwold.ca)

### MARRIAGE LICENCE APPLICATION INFORMATION DIVORCE OUTSIDE CANADA

**If you were divorced outside of Canada** you MUST OBTAIN AUTHORIZATION from the Office of the Registrar General in Thunder Bay before a marriage licence can be issued to you. You will need to complete the following documents and forward to:

Office of the Registrar General, Marriage Office, P.O. Box 4600, 189 Red River Road, Thunder Bay, Ontario P7B 6L8, they will review the documentation and issue an Approval Letter in the name of the proposed bride and groom, if they deem the information to be acceptable.

- A Marriage Licence Application signed by both applicants. (Attached)
- A Statement of Sole Responsibility signed by both parties to this marriage. (Attached)
- An original or court-certified copy of the Divorce Certificate, Divorce Decree or Annulment. If the document is in a language other than English or French, include a translated copy together with an affidavit sworn by the translator. (A court-certified copy means certified by the proper court officer in the jurisdiction the divorce or annulment was granted).
- A legal opinion from 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 is attached).

*If you have any questions regarding the above information please contact our office at 519-769-2010.*