



SMITHS FALLS

RISE AT THE FALLS



**MARRIAGE LICENCE APPLICATION PROCESS
AND
REQUIREMENTS**

****MARRIAGE LICENCES ARE ISSUED BY APPOINTMENT ONLY****
Call 613-283-4124 ext. 1125 or email gnayel@smithsfalls.ca to book an appointment.

A marriage licence is valid for use anywhere in Ontario for 90 days (three months) from the date of issue. If you plan to marry outside of the province or the country, be sure to verify the requirements for the appropriate jurisdiction.

A Marriage Licence application form **MUST be completed and signed by both applicants**. When completing the application form, state all given names as they appear on your Birth Certificate. **One of the applicants MUST be present when the licence is issued**. Both are welcome to attend the appointment, but only one is necessary.

In order to issue a Marriage Licence, we require the following:

- 1) Signed application form – attached (signed by both applicants).
- 2) Two pieces of original, **valid** government issued identification for both applicants.
Photocopies are not acceptable.

The **first piece** of identification must be any of the following:

- a government-issued birth certificate, including any change of name certificates
- a valid passport;
- a record of immigrant landing;
- a Canadian citizenship card.

The **second piece** of identification must be in the form of a government-issued photo identification, which includes any of the following:

- a valid driver's licence;
- a valid passport;
- a valid Ontario Photo Card
- a BYID age-of-majority-card.

**Health cards are not accepted as identification.

- 4) If you have been previously married, and the marriage ended due to a divorce within Canada, we require **the original or court certified copy of the Certificate of Divorce or the Decree Absolute.** If you were divorced outside of Canada, please visit: <https://www.ontario.ca/page/getting-married>, section 8 – Remarry after a divorce, for requirements.
- 5) If you have been previously married, and the marriage ended due to death, **an original statement of death from the funeral home is required.**

Important Information:

- The completed application form and a copy of the original documents for both applicants must be emailed to gnayel@smithsfalls.ca at least 2 days prior to your appointment.
- Religious Denomination cannot be left blank on the application form, it **must** be filled out (i.e. Anglican, Catholic, United, Methodist, Presbyterian, Greek Orthodox, etc.). No Religion or Non-Denomination is also acceptable. Protestant or Christian is **not** an acceptable statement.
- If either applicants parent is deceased, you still must fill in their name on the application form.

Licence Fee: **\$140.00** for in town Smiths Falls residents or **\$150.00** for out of town residents. The licence fee can be paid by cash or interact on the day of your appointment.

Appointments: Appointments are scheduled between 9:00 a.m. to 4:00 p.m. only, Monday to Friday. The appointment will take approximately 15 minutes and you must be present for this time period. Applicants must bring all original documentation (i.e. ID's, Divorce Certificate, etc.) to their appointment for the marriage licence to be issued.

Applicant			Joint Applicant	
		Current last name or single name		
		First and middle names		
<input type="checkbox"/> Never married <input type="checkbox"/> widowed <input type="checkbox"/> divorced		Marital status	<input type="checkbox"/> Never married <input type="checkbox"/> widowed <input type="checkbox"/> divorced	
Country of divorce		If divorced	Country of divorce	
City of divorce if in Canada			City of divorce if in Canada	
Court file number			Court file number	
		Religious denomination		
Age	Date of birth (yyyy/mm/dd)	Age and date of birth	Age	Date of birth (yyyy/mm/dd)
Province (if outside Canada, state the country)		Place of birth	Province (if outside Canada, state the country)	
Last name or single name		Parent's name and place of birth	Last name or single name	
First and middle names			First and middle names	
Province (if outside Canada, state country)			Province (if outside Canada, state country)	
Last name or single name		Parent's name and place of birth	Last name or single name	
First and middle names			First and middle names	
Province (if outside Canada, state country)			Province (if outside Canada, state country)	
Last name or single name		Parent's name and place of birth	Last name or single name	
First and middle names			First and middle names	
Province (if outside Canada, state country)			Province (if outside Canada, state country)	
Last name or single name		Parent's name and place of birth	Last name or single name	
First and middle names			First and middle names	
Province (if outside Canada, state country)			Province (if outside Canada, state country)	
Last name or single name		Parent's name and place of birth	Last name or single name	
First and middle names			First and middle names	
Province (if outside Canada, state country)			Province (if outside Canada, state country)	
Street name and number		Present address or postal address of applicants	Street name and number	
Apt			Apt	
City or town	Province/Country		City or town	
Postal code	Telephone Number		Province/Country	
Street name and number		Permanent address of applicants if different from above	Street name and number	
Apt			Apt	
City or town	Province/Country		City or town	
Postal code	Telephone Number		Province/Country	
Intended place of marriage		County or district	Intended date of marriage	
City, town, village				
I declare that the above information is correct. Signature of Applicant		I declare that the above information is correct. Signature of Joint Applicant		
Date (yyyy/mm/dd)		Date (yyyy/mm/dd)		

Personal Information contained on this form is collected under the authority of the *Marriage Act*, R.S.O. 1990, c. M. 3 and will be used to determine whether to issue the marriage licence, to register and record the marriage, provide certified copies, extracts, certificates, search notices, photocopies and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes. It is an offence to knowingly make a false statement on this form. Questions about this collection should be directed to: the Deputy Registrar General, Office of the Registrar General, 189 Red River Road, PO Box 4600, Thunder Bay ON P7B 6L8. Telephone: 1-800-461-2156 (outside Toronto but within North America) or 416-325-8305 (in Toronto or outside North America), 416-325-3408(TTY/IT eletypewriter).