



Renfrew
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Marriage Information Package



Applicant's Checklist for Getting Married in Ontario

- ☐ Obtain a valid Marriage License in Ontario.

If you do not have a Marriage Licence follow the below steps:

- ☐ Complete the [Marriage Licence Application](#).
- ☐ Correspond with the CAO and Clerk's office (Sarah Wright, Deputy Clerk, swright@renfrew.ca) to submit your paperwork for a marriage license application :
 - Completed Marriage Licence Application form, signed by both applicants.
 - One (2) pieces of valid government issued identification for BOTH applicants.
 - If either applicant has been granted Divorce or an Annulment in Canada, an original or court-certified copy of your final divorce papers (Divorce Certificate or Decree Absolute).
- ☐ Review Civil Marriage Ceremony Guidelines (see pages 3-4).
- ☐ Location: marriage ceremonies are held at Town Hall
- ☐ Ceremonies are generally scheduled for Thursday-Friday
- ☐ Complete the Civil Marriage Ceremony Questionnaire prior to meeting with your Marriage Officiant (see pages 9-12).
- ☐ Make arrangements for 2 witnesses, preferably over the age of 14 (see page 3).
- ☐ If required, please make arrangements for an interpreter for the Ceremony (see page 3).
- ☐ Pay for all required fees in accordance with this package.

Notes:

Reminder: As part of the process to register your marriage, it is recommended that you complete an application form for a Marriage Certificate following the date of Marriage Ceremony. Processing will typically take between six (6) and eight (8) weeks. Forms, fees, etc. will be included with your Marriage Licence or can be obtained on-line at http://www.ontario.ca/en/life_events/married/004444.



How to Get Married in Ontario

Congratulations on your forthcoming marriage! To provide certainty for our couples, the Town of Renfrew has this Marriage Information Package for all ceremonies conducted by our Marriage Officials.

In the Province of Ontario, couples require a Marriage Licence issued by one of Ontario's municipalities in order to get married. The *Marriage Act, R.S.O. 1990, c. M.3* is the legislation that governs the procedures for getting married in Ontario. It also provides authority to Municipal Clerks and their designates to issue marriage licences and conduct marriage ceremonies.

Understanding your Marriage Licence

Once an application has been received, the Issuer will complete Parts One and Two of the Marriage Licence. When ready for pickup, the applicant (and/or joint applicant) can come in to pick up the licence at which time the person(s) present would sign Box 18 (Affirmation). If only one applicant came to pick up the licence, only this person should sign the Affirmation section of the Marriage Licence.

During the ceremony, your Marriage Official will complete Part Three (Statement of Marriage). This is also the section where you and your witnesses will sign during the ceremony.

After the ceremony, the Marriage Official will retain the Marriage Licence and tear off the "Record of Solemnization of Marriage" stub at the bottom of the licence. This piece is your record of marriage.

The Marriage Certificate Application Form can be completed online or by filling out the paper form attached at the end of this package. These processes are detailed more in depth later in this package (pages 6-7).



Civil Marriage Guidelines

Location:

Ceremonies take place at the Town of Renfrew municipal office located at 127 Raglan Street South, Renfrew, Ontario, Canada, K7V 1P9.

Bookings:

Marriage ceremonies are generally scheduled on Thursdays and Fridays during regular business hours and are based on availability.

Fees:Marriage Licence

- \$125.00 for residents of the Town of Renfrew.
- \$150.00 for residents of another municipality.

Marriage Ceremonies

- \$250 + tax for Ceremonies conducted at Town Hall during regular office hours.

**Offsite ceremonies are not available at this time*

Witnesses:

Two witnesses are required to be present during the ceremony. Although there is no minimum age for a witness, it is suggested that they should be at least 14 years of age and should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required. If you do not have witnesses, the Town may be able to provide them upon advance request.



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Identification:

TWO of the following pieces of identification confirming both name, birth date, and signature (if applicable) are required for both applicants:

- An original birth certificate
- A current passport
- A Canadian citizenship Card
- A current Driver's Licence
- An Ontario Photo Card

** ID must be valid and not expired*

** Ontario Health Cards are not accepted*

Interpreters:

If you do not understand or read English, you must provide your own interpreter and they must provide identification. The interpreter should not be one of the witnesses.

The Officiant has the right to postpone or refuse service should language and/or comprehension of the ceremony be a concern.

Expiry Date:

A marriage licence is valid for use anywhere in Ontario for a period of 90 days from the date of issue.

Ceremony Options:

The Town of Renfrew allows couples to choose from four (4) ceremony script options. Their selection should be submitted along with the Civil Marriage Ceremony Questionnaire.

- Civil Ceremony No. 1
- Civil Ceremony No. 2
- Civil Ceremony No. 3
- Civil Ceremony No. 4

Subject to approval by the Marriage Officiant, the couple may also personalize parts of the script, including vows.

If requested, music deemed by the Marriage Officiant to be appropriate to the occasion will be allowed. The Applicants must supply a music player for their recorded music.



Frequently Asked Questions

Where is the marriage ceremony performed?

The ceremony is performed in Council Chambers at Town Hall (127 Raglan St S, Renfrew, Ontario, Canada, K7V 1P8).

When can the ceremony be performed?

The ceremony can be held at Town Hall, Thursdays from 9:00 a.m. – 3:00 p.m. and Fridays from 9:00 a.m. – 12:00 p.m, subject to the Marriage Officiant's availability.

Who will be performing the ceremony?

The ceremony will be performed by a Town appointed Marriage Officiant.

How long will the ceremony take?

The ceremony takes less than 30 minutes, depending on the script option chosen.

What will be said at the ceremony?

The couple will be able to choose a custom script from the options provided in this package. Subject to approval by the Marriage Officiant, the couple may personalize parts of the scripts, including vows.

How many guests are permitted?

Council chambers can accommodate up to 25 guests.

How many witnesses are required?

Two witnesses are required to witness the ceremony. It is strongly suggested that witnesses be at least 18 years of age as they should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required. If the couple wishes to request that the Town provide witnesses for ceremonies in Council Chambers, please notify your Marriage Officiant as early as possible.

Are decorations provided for the ceremony?

The couple is welcome to supply flowers and a pre-approved music selection. Nothing like, or similar to candles, confetti, rice, incense or bubbles is permitted in Town Hall.



What fees are involved?

Marriage Licence

- \$125.00 for residents of the Town of Renfrew
- \$150.00 for residents of another municipality.

Marriage Ceremonies

- \$250.00 + tax

Is photography permitted?

The Town of Renfrew does not provide the services of a photographer, but encourages the couple to enlist the help of a trusted guest or hire a professional photographer to document their special day.

What is a Marriage Certificate?

A marriage certificate is a record of a marriage. It lists the date and place of the marriage, and names of the people who were married. A record of solemnization of marriage is not the same as a marriage certificate.

How do I get my Marriage Certificate?

Before you can get a marriage certificate, your marriage needs to be registered. Your Marriage Officiant will do this by sending a complete and signed marriage licence to ServiceOntario (through the Division Registrar's office). You can then order a marriage certificate [online](#) or by [paper application](#) after your ceremony. Paper applications are available in the Clerk's Office upon request.

How do I change my name after the ceremony?

There are two ways that you can change your name; Assume (take your spouse's last name in practice without changing your birth certificate) or Elect (legally change your name).

Assume

Assuming a spouse's name after marriage does not change the name on your birth certificate. However, you can assume your spouse's name on government documents such as:



Town of Renfrew Marriage Information Package

- Health card
- Driver's licence
- Ontario Photo Card
- Enhanced driver's licence

There is no cost to assume a name on the above documents.

To assume your spouse's name, visit a ServiceOntario centre with the following documents:

- marriage certificate (not the marriage licence, but the document that proves you were legally married)
- current photo health card (if you do not have a photo health card, you must bring 3 original documents to prove you are a Canadian citizen and Ontario resident)
- driver's licence, enhanced driver's licence or Ontario Photo Card

Elect (Legal Name Change)

You can legally change your name after marriage, or if you are in a common law/conjugal relationship. If you were born in Ontario, legally changing your name will change your name on your Ontario birth certificate.

When you legally change your name, you get a certificate of name change and a new birth certificate (if you were born in Ontario). Use these documents to update other forms of government-issued identification (e.g., driver's licence).

You can legally change your last name if you:

1. Were born in Ontario
2. Are married or in a common law/conjugal relationship and would like to change your name on your birth certificate

To legally change your last name, you may:

- Call toll-free at 1-800-461-2156 or at 416-325-8305, or
- Send a written request to have the application mailed to:
Office of the Registrar General
P.O. Box 3000
189 Red River Rd, 3rd Floor
Thunder Bay, ON
P7B 5W0



More Questions?

Please contact one of our Marriage Officers:

| Sarah Wright | Carolynn Errett |
|--|---|
| Deputy Clerk 127 Raglan St South Renfrew, ON K7V 1P8 (613)-432-4848 x105 swright@renfrew.ca | Town Clerk 127 Raglan St South Renfrew, ON K7V 1P8 (613)-432-4848 cerrett@renfrew.ca |



How to Get Married in Ontario 101

Marriage Licence applications can be obtained upon appointment and or by email request through the Clerk's Office located at the Town Hall (127 Raglan St S, Renfrew, Ontario, Canada, K7V 1P8) or online.

Please review all Marriage Licence Requirements below completing the application.

Office Hours for Issuance of Marriage Licences

By appointment from Monday to Friday 8:00 AM to 4:00 PM. Municipal offices are closed on all government statutory holidays.

Marriage Licence Fees

\$250.00 + tax

- Payable by cash, cheque or debit

Marriage Licence Requirements

Age Requirements

Any person who is at least 18 years of age may marry.

Applicants who are 16 or 17 years of age are required to submit a completed Consent of Parent or Guardian to Marriage Form signed by both parents (or legal guardian) when making an application for a marriage license. The Consent of Parent or Guardian to Marriage Form is available through the Town upon request to the Clerk's Department.



Identification

Original identification for both applicants is required. Identification must be shown for each party confirming name, birth date and signature.

First piece of identification must be one of the following:

- Birth Certificate
- Current Passport with photo
- Record of Immigrant Landing
- Canadian Citizenship Card
- Drivers License
- Current Passport with photo (providing it is not used as the first piece of identification)

These documents are required for all applicants. Documents presented in a language other than English, must be supported by a translation by an authorized translator.

Obtaining a License When One Applicant is Absent

One applicant to the marriage may submit the completed application form to the Town's Customer Service Centre in order to obtain a Marriage License, provided that the required original identification/documentation for the absent party is presented. The application must be original and signed by both applicants.

Prior Marriage

Canadian Divorce

If there has been a previous marriage and the divorce was granted in Canada, you are required to bring the original Certificate of Divorce or the Decree Absolute, or a court certified true copy of same, along with your marriage license application. Please note that a photocopy is not acceptable. Also a Divorce Judgment, Divorce Order or Decree Nisi issued by the Court is not acceptable. All documents will be returned.

Divorce Outside of Canada

An applicant whose former marriage was dissolved or annulled in a jurisdiction other than Canada must obtain authorization from the Office of the Registrar General before a marriage license may be issued.

To obtain this authorization, the applicants or a lawyer representing the applicants, must submit:

- A completed Marriage License Application



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- A Statement of Sole Responsibility for each divorce signed by both parties of this marriage. Blank affidavits are available at the Town.
- The original Certificate of Divorce or the Decree Absolute, or a court certified copy of same. If the decree 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 of an Ontario Lawyer, addressed to both applicants, giving reasons why the divorce or annulment should be recognized in the Province of Ontario.

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

Widow or Widower

If either party to the marriage license application is a widow or widower, they are not required to produce a death certificate to obtain a marriage license.

Residency and Citizenship

There are no residency or citizenship requirements in Ontario.

Declaration Made by Applicants

When applying for a marriage license, you are required to certify information under oath.

If you do not understand or are not able to read English, please bring an interpreter to assist you.

Expiry Date of Marriage License

A marriage license is valid for use anywhere in Ontario for 90 days from the date of issue.

Marriage Ceremony

It is your responsibility to arrange the marriage ceremony. A marriage ceremony may be performed in Ontario by a minister, clergyman or Town Clerk registered under the Marriage Act.



Publication of Banns

A marriage may be solemnized under the authority of the publication of banns if both parties to the proposed marriage worship regularly at their own church in Canada.

No one may marry under the authority of the publication 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.

How to Obtain Old Marriage Records

The Office of the Registrar General holds records of marriages that happened in Ontario during the past 80 years. For information on older records you should refer to the Archives of Ontario Website or the Vital Statistics hot line at 416-327-1593.



Civil Marriage Ceremony Questionnaire

Section One: Applicants

Please identify the information for the applicant and joint applicant as written on the Marriage Licence.

Applicant:

Full Name: _____

Phonetic pronunciation of Name (if Applicable): _____

Type of valid Photo ID: ☐ Driver's Licence ☐ Passport ☐ Other _____
(Circle One)

Photo ID Number: _____

Contact Telephone Number: _____

Email Address: _____

Joint Applicant:

Full Name: _____

Phonetic pronunciation of Name (if Applicable): _____

Type of valid Photo ID: ☐ Driver's Licence ☐ Passport ☐ Other _____
(Circle One)

Photo ID Number: _____

Contact Telephone Number: _____

Email Address: _____

Section Two: Marriage Licence

Please identify the information included on your marriage licence. If your licence is issued by the Town of Renfrew, we can retain it until your ceremony if you wish. Otherwise, if you have a licence from another Ontario municipality, remember to bring it with you to either your meeting with the Marriage Officiant or the ceremony itself.

Marriage Licence #: _____ Date Issued: _____

Issuing Authority (Town, City, Municipality): _____

Section Three: Ceremony Details

Please identify the information for your proposed ceremony. Please note that you will select your ceremony script elements in the next section.

Date: _____ **Time:** _____ AM / PM

Location: _____ **Ceremony Script No.** _____

Number of Guests: _____

A maximum of twenty-five (25) guests are permitted for ceremonies in Council Chambers. Offsite ceremony size would depend on the capacity of the venue.

Is anyone giving away the Applicant(s)? ☐ Yes ☐ No

If Yes, who?

Will the bridal party enter before the bride? ☐ Yes ☐ No

If so, detail who and how many persons are in the bridal party.

Is an interpreter required? ☐ Yes ☐ No

Will there be a flower girl? ☐ Yes ☐ No

Will there be a ring bearer? ☐ Yes ☐ No

Will rings be exchanged? ☐ 1 ☐ 2 ☐ Yes ☐ No

Do you wish to exchange a kiss? ☐ Yes ☐ No

Will there be a photographer during the ceremony? ☐ Yes ☐ No

Will there be music? ☐ Yes ☐ No

Notes: _____



Section Four: Witnesses

Please identify your planned witnesses. Please note that witnesses are strongly recommended to be over 18 years of age as they should be able to understand and appreciate what is taking place and be able to give evidence of such at a later date, if required.

Witness No. 1

Full Name: _____

Address: _____

Witness No. 2

Full Name: _____

Address: _____

We hereby acknowledge and agree to abide by the guidelines and procedures listed in this Marriage Information Package.

Applicant Signature

Joint Applicant Signature

Date

Date

Please Note: A booking is not confirmed until the Civil Marriage Ceremony Questionnaire is completed and returned to the Marriage Officiant and payment of all fees has been received.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the administration and organization of marriage licences and ceremonies. Questions about the collection and use of this information should be directed to the Town Clerk at 127 Raglan St S, Renfrew, ON K7V 1P8 by telephone at (613)-432-4848 or by email at

CIVIL MARRIAGE CEREMONY 1

Person 1: _____

Person 2: _____

Marriage is not a single event but rather a developing process which is not to be undertaken irresponsibly but rather maturely and honestly. Marriage is the faithful union between two persons, the result of which is the formation of a family unit whose members shall help, support and enjoy each other in good times and in bad times. It is this relationship these two persons wish to have declared and celebrated.

Clerk to the 1st Person (_____):

Repeat after me, please.

“I do solemnly declare // that I do not know // of any lawful impediment // why I may not be joined in matrimony // to_____.

Clerk to the 2nd Person (_____):

Repeat after me, please.

“I do solemnly declare // that I do not know // of any lawful impediment // why I may not be joined in matrimony // to_____.

Clerk to Both

I ask you to turn to one another and take each other's hands.

Clerk to the 1st Person (_____):

Repeat after me, please.

"I call upon these persons here present // to witness that I _____// do take
you _____// to be my lawful wedded wife.

Clerk to the 2nd Person (_____):

Repeat after me, please.

"I call upon these persons here present // to witness that I _____// do take
you _____// to be my lawful wedded husband."

Clerk to the 1st Person (_____):

Have you a ring?

This ring is a symbol of your marriage and a symbol of your love and of your life together.

Please place it on the third finger of _____left hand and hold it there as you
repeat after me:

"With this ring, I thee wed. // I shall love, honour and cherish you // and this ring shall be
// the symbol of my love."

If a double ring ceremony:

Please place the ring on the third finger of _____ left hand and hold it there as you repeat after me:

“With this ring, I thee wed. // I shall love, honour and cherish you // and this ring shall be // the symbol of my love.”

I, (name of Clerk/Clerk Designate), by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and you _____ to _____ be husband/wife and husband/Wife.

- End of Script -

CIVIL MARRIAGE CEREMONY 2

Person 1: _____

Person 2: _____

This couple has come here today to be joined in marriage. The essence of this commitment is the taking of another person in their entirety as a lover, companion and friend. It is therefore a decision not to be entered into lightly but rather with great consideration and respect for both the other person and oneself.

_____and_____have invited us to share in this celebration as they affirm their love before us, pledge their faith to one another and enter into the joys and privilege of marriage. Love is one of the highest experiences we can have and it can add depth of meaning to our lives. The day-to-day companionship, the pleasure in doing things together or in doing separate things but exchanging experiences, is a continuous and central part of what two people who love each other can share.

Marriage was established that two people might have life-long companionship, that natural instincts and affections might be fulfilled in mutual love, and that they should enjoy the security of family life, love and home.

Marriage symbolizes the intimate sharing of two lives, yet this sharing must not diminish but enhance the individuality of each partner. A happy marriage is one which is continually developing while growing in understanding of the other person. By growing

together in love, it is possible to share not only the joys of life but the burdens of sorrow as well.

_____ and _____, your marriage is intended to join you in a relationship so intimate and personal, it will change your whole being. It offers you the hope and indeed the promise of a love that is true and mature. To attain such love, you will have to commit yourselves to each other freely and gladly for the sake of a richer and deeper life together.

Clerk to the 1st Person (_____):

Repeat after me, please.

“I do solemnly declare // that I do not know // of any lawful impediment // why I may not be joined in matrimony // to_____.”

Clerk to 2nd Person (_____):

Repeat after me, please.

“I do solemnly declare // that I do not know // of any lawful impediment // why I may not be joined in matrimony // to_____.”

Clerk to Both

I ask you to turn to one another and take each other's hands.

Clerk to 1st Person (_____):

Repeat after me, please.

“I call upon these persons here present // to witness that I

_____ // do take you _____ // to be my
lawful wedded wife/husband.”

Clerk to 2nd Person (_____):

Repeat after me, please.

“I call upon these persons here present // to witness that I

_____ // do take you _____ // to be my
lawful wedded wife/husband.”

Clerk to 1st Person (_____):

_____, do you have the ring?

Please place the ring on the third finger of _____’s left hand and hold it there as
you repeat after me:

“With this ring, I thee wed. // I shall love, honour and cherish you // and this ring shall be
// the symbol of my love.”

If a double ring ceremony (_____):

Please place the ring on the third finger of _____’s left hand and hold it there as
you repeat after me:

“With this ring, I thee wed. // I shall love, honour and cherish you // and this ring shall be
// the symbol of my love.”

I, Clerk/Clerk designate, by virtue of the powers vested in me by the *Marriage Act*, do hereby pronounce you _____ and you _____ to be husband and wife/husband.

You may now kiss.

- *End of Script* -

CIVIL MARRIAGE CEREMONY 3

Person 1: _____

Person 2: _____

We are gathered together to witness the formal joining of _____
and _____ in legal matrimony according to the custom and law
prevailing by the Province of Ontario.

Clerk to the 1st Person:

Repeat after me, please.

“I do solemnly declare // that I do not know // of any lawful impediment // why I may not
be joined in matrimony // to_____.”

Clerk to the 2nd Person:

Repeat after me, please.

“I do solemnly declare // that I do not know // of any lawful impediment // why I may not
be joined in matrimony // to_____.”

Clerk to Both

I ask you to turn to one another and take each other's hands.

Clerk to 1st Person:

Repeat after me, please.

"I call upon these persons here present // to witness that I _____
// do take you _____ // to be my lawful wedded wife/husband."

Clerk to 2nd Person:

Repeat after me, please.

"I call upon these persons here present // to witness that I
_____ // do take you _____ // to be my
lawful wedded husband/wife."

Clerk to 1st Person:

_____, do you have the ring?

Please place the ring on the third finger of _____'s left hand and hold it there as you
repeat after me:

"With this ring, I thee wed. // I shall love, honour and cherish you // and this ring shall be
// the symbol of my love."

If a double ring ceremony:

Please place the ring on the third finger of _____'s left hand and hold it there as you
repeat after me:

"With this ring, I thee wed. // I shall love, honour and cherish you // and this ring shall be
// the symbol of my love."

I, Clerk/Clerk designate, by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and you _____ to be husband and wife/husband.

You may now kiss.

- End of Script -

CIVIL MARRIAGE CEREMONY 4

Person 1: _____

Person 2: _____

We are gathered here to witness the formal joining in the legal state of matrimony of this couple.

The state of matrimony, as understood by us, is a state enriched by a long and honorable tradition of devotion, set in the basis of the law of the land, assuring each participant an equality before the law, and supporting the common rights of each party to the marriage.

Marriage is therefore not to be entered upon irresponsibly, but with a due and serious understanding and appreciation of the ends for which it is contracted, and of the material, intellectual and emotional factors which will govern its fulfilment.

Clerk to the 1st Person (_____):

Repeat after me, please.

“I do solemnly declare // that I do not know // of any lawful impediment // why I may not be joined in matrimony // to_____.”

Clerk to the 2nd Person (_____):

Repeat after me, please.

“I do solemnly declare // that I do not know // of any lawful impediment // why I may not

be joined in matrimony // to_____."

Clerk to Both

I ask you to turn to one another and take each other's hands.

Clerk to 1st Person (_____):

Repeat after me, please.

"I call upon these persons here present // to witness that I

_____// do take you_____// to be
my lawful wedded wife/husband"

To laugh with you in joy

To grieve with you in sorrow

To grow with you in love

To be faithful to you alone

As long as we both shall live

Do you accept?

Clerk to 2nd Person (_____):

Repeat after me, please.

"I call upon these persons here present // to witness that I

_____// do take you_____// to be
my lawful wedded wife/husband"

To laugh with you in joy

To grieve with you in sorrow

To grow with you in love

To be faithful to you alone

As long as we both shall live

Do you accept?

Clerk to 1st Person (_____):

_____, do you have the ring?

Please place the ring on the third finger of _____'s left hand and hold it there as you repeat after me:

"This ring is my precious gift to you // as a measure of my love // and as a sign // that from this day forward // your every breath shall be surrounded // by my love"

If a double ring ceremony:

Please place the ring on the third finger of _____'s left hand and hold it there as you repeat after me:

"This ring is my precious gift to you // as a measure of my love // and as a sign // that from this day forward // your every breath shall be surrounded // by my love"

I, **Clerk/Clerk designate**, by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you _____ and you _____ to be husband and wife/husband.

You may now kiss.

- End of Script -