



**Renfrew**  
INC • 1858 Bridging Charm and Convenience

Marriage Information Package

## Applicant's Checklist for a Marriage Ceremony

1. Provide Completed Marriage Licence:
  - Apply for a marriage licence through the Town of Renfrew
  - Provide a marriage licence from another municipality
2. Book Marriage Ceremony Date :
  - Location: Town Hall
  - Dates: Generally scheduled for Thursday – Friday
3. Review ***Civil Marriage Ceremony Guidelines***
4. Complete the ***Civil Marriage Ceremony Questionnaire*** prior to meeting with your Marriage Officiant.
5. Make arrangements for 2 witnesses.
6. If required, please make arrangements for an interpreter for the Ceremony
7. Pay for all required fees in accordance with this package.

## Civil Marriage Guidelines

<b>Location</b>	Ceremonies take place in the Council Chambers at the Town of Renfrew municipal office located at 127 Raglan Street South, Renfrew, Ontario, Canada, K7V 1P9
<b>Bookings</b>	Marriage ceremonies are generally scheduled on Thursdays from 9:00 a.m. – 3:00 p.m. and Fridays from 9:00 a.m. – 12:00 p.m. subject to Marriage Officiant's availability.
<b>Length of Ceremony</b>	The ceremony takes less than 30 minutes, depending on the script chosen.
<b>Number of Guests</b>	Council chambers can accommodate up to 25 guests.
<b>Fees</b>	\$250 + Tax - Non-Refundable
<b>Licence Expiry Date</b>	A marriage licence is valid for use anywhere in Ontario for a period of 90 days from the date of issue.
<b>Witnesses</b>	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 for an additional fee.
<b>Officiant</b>	The ceremony will be performed by a Town appointed Marriage Officiant.
<b>Interpreters</b>	<p>Town Hall ceremonies are provided in English. 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.</p> <p>The Officiant has the right to postpone or refuse service should language and/or comprehension of the ceremony be a concern.</p>

## **Civil Marriage Guidelines - Continued**

<b>Ceremony Options</b>	<p>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.</p> <ul style="list-style-type: none"><li>• Civil Ceremony No. 1</li><li>• Civil Ceremony No. 2</li><li>• Civil Ceremony No. 3</li><li>• Civil Ceremony No. 4</li></ul> <p>Subject to approval by the Marriage Officiant, the couple may also personalize parts of the script, including vows</p>
<b>Decorations</b>	<p>The couple is welcome to supply flowers. Nothing like, or similar to candles, confetti, rice, incense or bubbles is permitted in Town Hall.</p>
<b>Music</b>	<p>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.</p>
<b>Photography</b>	<p>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.</p>

## **After the Ceremony**

### **Marriage Certificate**

#### **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.

### **Name Changes**

#### **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).

##### **1) 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:

- 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

## 2) 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

### More Questions?

Please contact one of our Marriage Officers:

<b>Sarah Wright</b>	<b>Carolynn Errett</b>
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

# 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 \_\_\_\_\_

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 [cerrett@renfrew.ca](mailto:cerrett@renfrew.ca)

## 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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/wife 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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/wife 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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/eife and wife/husband.

You may now kiss.

Civil Marriage Ceremony 4