



Information Sheet: Marriage Licence Requirements

1. Marriage Licences are issued only to the applicants. Both parties must complete and **sign** the Marriage Licence application prior to a licence being issued.
2. When the application has been completed and signed, the bride, groom, or both, may bring the application to the Township Administration office to obtain a licence with **two (2) pieces** of original identification for both parties.
3. When issuing a Marriage Licence, original proof of identity is required for both applicants. Acceptable identification: a birth certificate, a valid passport, valid Driver's licence, Canadian Citizenship card, Canadian Government refugee travel document, Conditional Release identification card, United States Green Card, Native Status card, record of immigration landing, Permanent Residency Card, Citizenship card from any country. Photocopies are not acceptable. Ontario Health Cards and Social Insurance Number (SIN) are not acceptable forms of identification to obtain a marriage licence.
4. If you have been divorced within Canada, you must bring the original or court-certified copy of the final decree, final judgment or certificate of divorce.
5. If you were divorced outside Canada, you will require a Foreign Divorce Kit. Please ask for this kit from the Clerk's Office.
6. If you have been widowed, the original copy of the death certificate of your deceased spouse/partner must be provided for examination.
7. Sixteen and seventeen year olds require the consent from both parents or consent from their guardian. Please request Form 6. (Persons under the age of 16 may not marry).
8. There are no residency, medical or citizenship requirements.
9. **Licence fee: \$125.00 Ceremony fee: \$200** (cash or certified cheque or debit) payable to the Township of Havelock-Belmont-Methuen
10. Hours Licences issued: 8:30 a.m. to 4:30 p.m., Monday to Friday (Open during lunch)
11. A Marriage Licence is valid for use anywhere in Ontario for a period of three (3) months from the date of issue. Licences may be purchased anywhere in Ontario.
12. The Township of Havelock-Belmont-Methuen is pleased to offer Civil Marriage Ceremonies. For more information, please contact the Clerk's office at 705-778-2308.
13. Marriage Certificate – After your marriage, you will receive a souvenir copy of your marriage licence. However, you will also need to complete an application for a legal marriage certificate. This can be mailed to the Register General's office or completed online. It is the legal document providing your marriage, and one which you will need should you wish to change your last name. Simply present it at all offices where you are changing your name (i.e. driver's licence, OHIP etc.) If filed within 90 days after the marriage there is no fee.