

General Information

A marriage license may be obtained from the Municipal Clerk's Department (located on the 2nd floor of the Municipal Administrative Centre, 40 Temperance Street, Bowmanville) Monday to Friday from 8:30 AM to 4:00 PM or from any other municipal office in Ontario.

Both applicants must complete, sign and date the application but only one party needs to deliver the completed form. If only one applicant is applying, he/she must bring the original identification of the joint applicant. These documents will be returned to you immediately.

A marriage license can only be issued to the applicant(s).

Identification

When issuing a marriage license to the Applicant/Joint-Applicant or both, we require original identification for **both applicants** (regardless of whether both applicants attend the Clerk's Office to purchase the license) where the names appear the same on the documents as the application:

1. A current passport (which includes a photo) **or** an original birth certificate

Accompanied with:

2. One piece of photo identification where the names appear the same on both documents:
 - Photo Identification – Valid, original, government issued photo identification, such as:
 - Valid Driver's Licence
 - Record of Immigrant Landing or Canadian Citizenship card
 - Valid Health Card, which includes the photo
 - Valid LCBO issued BYID card (or valid "Age of Majority Card")

Note: A certified translator must translate documents from a language other than English or French to English.

License Fee

\$ 135.00 Cash, Cheque, Money Order or Debit only. **No credit cards.**

Application Form

May be obtained from the Municipal Clerk's Department (2nd Floor, 40 Temperance St., Bowmanville) or at www.clarington.net/marriages.

Minors

Applicants 16 or 17 years of age require parental consent. Contact the Municipal Clerk's Office for further details and a copy of the parental consent form.

Divorced Applicants

Within Canada: When an applicant has been divorced within Canada, they are required to produce either the original or a certified copy of the Decree Absolute or Certificate of Divorce. Certification may be obtained through the Courts. These documents will be returned to you immediately.

Outside Canada: An applicant, whose former marriage was dissolved or annulled in a jurisdiction other than Canada, must obtain authorization from the Minister of Government Services before a marriage license may be issued. To obtain the authorization, the applicants or a lawyer representing them, must submit the following to:

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

- 1) A completed marriage license application signed by both applicants.
- 2) An original or court certified copy of the divorce decree or annulment (certified by the proper court officer in the jurisdiction the divorce/annulment was granted). If the decree is in a language other than English or French, include a translated copy together with an affidavit sworn by the translator.
- 3) A Statement of Sole Responsibility for each divorce signed by both applicants. Blank statements are available from the local issuer of Marriage Licenses.
- 4) 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. A sample legal opinion letter can be obtained from the office of the Registrar General by calling 1-807-343-7568 or toll free, in Ontario, at 1-800-461-2156. A sample letter will be faxed to your lawyer.

If you have further questions regarding this procedure, you should call the office of the Registrar General at 416-965-1687 / 1-800-461-2156.

Widowed Applicants

Widowed - General

An applicant who has been widowed is not required to provide proof of death of their former spouse.

Widowed - Exception

Where the earlier marriage of one of the applicants was terminated by the presumed death of a spouse, a court order declaring the presumed death of the spouse must be provided. This document will be returned to you immediately.

Expiry Date

A marriage license is effective immediately after issuance and is valid for a period of three (3) months, anywhere in Ontario, from the date of issue.

Residency/Medical

There are no residency, medical or citizenship requirements.

Civil Marriage Ceremony

A civil marriage ceremony can be performed by the Municipal Clerk or designate, Monday through Friday in the Council Chambers (2nd floor), 40 Temperance Street, Bowmanville, Ontario.

The fee for this service is \$275 plus tax. We accept cash, cheque, money order or debit.

If you are interested in a civil marriage, both parties to the marriage will be required to meet with the Officiant at least one week prior to the marriage.

Please inquire at the Municipal Clerk's Office at the Municipal Administrative Centre or by calling 905-623-3379, extension 2132.

On the Wedding Day

Friends and family are welcome to attend. There is seating in the Council Chambers for a maximum of 100 guests (40 in the lower gallery, 60 in the balcony). Pictures and/or videos are permitted during the ceremony provided there is no disruption of the ceremony. Civil marriage booking guidelines and application can be obtained from the Clerk's Department or at www.clarington.net.

Directly following the ceremony, you will receive, from the Municipal Clerk/Municipal Clerk's Designate, a "Record of Solemnization of Marriage". The Municipal Clerk/Designate will immediately mail the license to the Office of the Registrar General in Thunder Bay for registration.

After the ceremony, you may wish to apply for a marriage certificate. The marriage certificate is confirmation that your marriage has been registered by the Province. It will be necessary if you are planning to change your name. The application form and fee schedule will be included with the information you receive on your wedding day. For information regarding change of name, please contact the Registrar General at 1-800-461-2156 or www.ontario.ca/page/change-your-last-name.

If these arrangements do not match your needs, a list of other Civil Service Officiants can be obtained from the Registrar General at www.ServiceOntario.ca/GettingMarried.