



**Clerk's Department**

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Congratulations on your upcoming marriage – let's ensure you are ready for the big day!

**Marriage Licence Requirements**

In the province of Ontario, you need a marriage licence in order to get married. Marriage licences are only valid in Ontario for **90 days** from the date of issuance.

*All applicable documents referenced below are available at Town Hall and [www.erin.ca](http://www.erin.ca).*

- 1) Please review the Requirements Respecting Marriage in Ontario information sheet.
- 2) Complete the Marriage Licence application.
  - a. Both the applicant and joint applicant **must** sign the application.
- 3) Once the application is complete, book your mandatory 30 minute appointment by emailing [clerks@erin.ca](mailto:clerks@erin.ca) or calling 519-855-4407 – no **walk-ins permitted**. Only one applicant must attend. Email a copy of your application prior to the appointment and the original must be submitted at the appointment.
- 4) Both applicants must provide two pieces of identification **each** that are valid originals and in good condition. At least one ID per applicant must be from the list of primary options and one must include a photo. Acceptable forms of identification include:
  - a. Primary ID:
    - i. Valid passport;
    - ii. Birth certificate – including change of name certificates;
    - iii. Canadian Citizenship Card;
    - iv. Valid Canadian Government Refugee Document (with photo);
  - b. Secondary ID:
    - i. Canadian Record of Immigrant Landing;
    - ii. Certificate of Canadian Citizenship;
    - iii. Citizenship Card from any country;
    - iv. Valid Driver's licence;
    - v. Valid Ontario photo card; and
    - vi. Permanent Resident Card.
- 5) Both applicants must be the age 18, unless the minor is 16 years or more and has the written consent of all legal parents (i.e. registered at birth or legal adoption) or a judgement if Crown Ward.
  - a. If required, please complete the Consent of Parent/Guardian to Marriage Form.

- 6) If an Applicant has been granted a Divorce or an Annulment in Canada, the Applicant must submit the ORIGINAL or a COURT CERTIFIED COPY of their Canadian Certificate of Divorce or Decree Absolute.
- a. If the Divorce or an Annulment occurred in a jurisdiction outside of Canada, the Applicant must obtain authorization from the Minister of Government of Services by submitting the following documents to ServiceOntario:
    - i. marriage licence application form: completed and signed
    - ii. statement of sole responsibility: for each divorce (signed by both applicants)
    - iii. legal opinion letter: from an Ontario lawyer, addressed to both applicants, giving reasons why the divorce or annulment should be recognized in Ontario
    - iv. divorce decree or annulment: an original or court-certified copy in English or French. If the decree is in another language, you will need to include a translated copy and an affidavit sworn by a certified translator
- 7) Pay \$135.00 application fee by cash, certified cheque, debit or credit at the appointment.

For more information see ServiceOntario's website: <https://www.ontario.ca/page/getting-married>