



THE CORPORATION OF THE TOWNSHIP OF TAY

450 Park Street
P O Box 100
Victoria Harbour, ON

Telephone
(705) 534-7248

Facsimile
(705) 534-4493

Marriage Licence Application

1. A Marriage Licence can only be issued to the applicant and/or joint applicant. It takes approximately 15 – 30 minutes to process the marriage licence, and the applicant and/or joint applicant must be present while it is being processed. If only one applicant can attend, you must provide the other applicant's original identification. (See #4) Office Hours are 8:30 a.m. to 4:30 p.m. Monday to Friday, and applications **will not be processed after 4:00 p.m.** In order to ensure that a Licencing Officer is available to assist you with the process, it is suggested that you make an appointment.
2. Both parties must sign and date the Marriage Licence Application form.
3. You must both be 18 years of age or older to be married in Ontario by licence or under the authority of the publication of banns without authorization or parental consent.
4. Original identification for both applicants is required. Two (2) pieces of identification must be shown for each party confirming name, birth date and signature.

The first piece of identification must be one of the following:

- Birth Certificate
- Current Passport with photo
- Record of Immigrant Landing
- Canadian Citizenship Card

The second piece of identification must be photo identification, which can be one of the following:

- Drivers Licence
 - Ontario Health Card with photo
 - Current Passport with photo (provided it is not used as the first piece of identification)
 - Ontario Photo ID Card
5. If you are divorced, we require the **ORIGINAL** Judgment or Certificate of Divorce or Decree Absolute or a **CERTIFIED COPY** of same by the Court which granted the divorce. **An uncertified copy is not acceptable.** For divorces outside of Canada, please refer to the Authorization Section on the Requirements Respecting Marriage in Ontario form available through Service Ontario. A Death Certificate is not required if you are a widow.

6. A Marriage Licence is valid in Ontario for a period **of three (3) months** from the date of issue.

7. **Licence Fee:**

- **At least one applicant is a Township resident - \$150.00**
- **Non-resident - \$200.00**

CASH, CHEQUE OR DEBIT ONLY

8. Tay Township performs civil marriage ceremonies. Please contact the Clerks' Office at Extension 240 for further details.