



## CITY OF KITCHENER MARRIAGE LICENCE REQUIREMENTS

(Note: requirements are subject to change)

The application form must be completed and signed by both parties in order to obtain an Ontario Marriage Licence. The application must be submitted to the marriage licence issuer, in the Clerk's Office, Kitchener City Hall, along with supporting identification/documents for both parties and the licence will be issued the same day providing everything is in order. Both parties are encouraged to attend in person; however only one of the parties may attend provided they have the proper documents for the absent party. To contact the Clerk's Office call 519-741-2203, during regular business hours.

**Office Location** Clerk's Office, 2<sup>nd</sup> Floor Kitchener City Hall - 200 King Street West  
**Hours** Licences are issued Monday to Friday - 8:30 a.m. to 4:30 p.m. (excepting holidays)  
**Licence Fee** \$146.00 - cash or debit card only

Identification must be provided for both individuals. Expired or photocopied identification is not acceptable. **Any two** of the following pieces of identification are accepted, provided at least one contains a current photo and signature.

- Original Birth Certificate
- Current signed passport
- Canadian citizenship card
- Permanent residency card
- Current driver's licence **or** photo health card **or** Ontario Photo Card
- Immigration documents

If you have any concerns about our requirements for identification, please contact the Clerk's Office at 519-741-2203.

### Persons 16 or 17 years of age:

Persons 16 or 17 years of age must have parental consent to marry. Contact the Clerk's Office further details.

**Please Note:** We will be copying the ID presented for attachment to the application.  
Documents in a language other than English or French must be translated by a certified translator.

**Canadian Divorce** If a previous marriage was dissolved or annulled within Canada, **the original or court certified copy of the Decree Absolute or Certificate of Divorce** must be submitted. A divorce judgment is not acceptable. Certified copies may be obtained from the court which granted the divorce, photocopies are not acceptable. All documents will be returned.

**Foreign Divorce** If a divorce or annulment was granted outside of Canada, contact our office for additional requirements and forms.

**Interpreters** If you do not understand or do not read English, you must provide your own interpreter. He/she must provide current, official, signed, photo identification.

**Expiry Date** A Marriage Licence is valid for use anywhere in Ontario for a period of three (3) months from the date it is issued.

**Publication of Banns** A marriage may also be solemnized under the authority of the publication of banns. If you wish to have your banns published, please check with your clergy prior to purchasing a marriage licence.

**Marriage Ceremony** It is your responsibility to arrange the marriage ceremony of your choice. The Clerk's Office does not offer this service. Marriage services can be arranged with Ministerial Associates at City Hall 519-743-3101.

(Revised December/2011)