



THE TOWN OF
INGERSOLL

*Civil Marriage
Package*



Civil Wedding Ceremony Fees & Guidelines

- 1) Civil marriage ceremonies may be conducted by the Clerk, or an authorised deputy. Ceremonies may be performed in :
Town Hall Council Chambers
130 Oxford Street
Ingersoll
- 2) Monday through Thursday from 10:00 am to 3:00pm (Holidays Excluded)
Cost is a fee of \$250.00 + HST(\$282.50)
- 3) Fees are to be paid in full to the Town of Ingersoll by cash, or debit a minimum of five (5) business days prior to the ceremony date. In addition, other deposits or fees may apply:
 - A \$50.00+ HST (\$56.50) non-refundable deposit is required at the time of scheduling a ceremony.
 - A \$25.00 + HST per witness fee is required, if you require witnesses to be provided. The need for witnesses must be advised when booking your ceremony.
 - No other gratuities required.
- 4) **A request for a ceremony should be received at least fourteen days prior to the date of the ceremony;** special circumstances may permit ceremonies to be held with less notice at the discretion of the Officiant, however **no same day wedding will be conducted.**
- 5) A pre-ceremony consultation meeting with both applicants is mandatory prior to the day of the wedding;
 - Both applicants must be in attendance and provide photo identification;
 - To be scheduled a minimum of 6 business days prior to the ceremony unless changed at the discretion of the Officiant;
 - Fees to be paid in full **OR** a non-refundable deposit to hold the date will be required.
 - Ceremony information form to be completed;
 - Marriage License to be prepared and presented and left with the Officiant (date of issue to be within 90 days of the ceremony). link to online portal below.
<https://www.orgforms.gov.on.ca/mla/#/overview>
- 6) Changes to date and/or time are allowed at no additional charge provided that an Officiant is available on the newly requested date. The \$50.00 non-refundable deposit will be charged if the ceremony is cancelled prior to the scheduled date. No refund will be issued if the ceremony is cancelled the day of the ceremony, or the applicant(s) and witnesses do not show up for the ceremony.
- 7) The ceremony can take up to approx. 20 minutes. Plan to arrive approx. 10 minutes prior to the ceremony to allow time to review any final details. Please be mindful and tell any guests that the ceremony must start on time. Cell phones must be on silent for the ceremony.

- 7) Alcohol or stimulants are not to be used by the celebrants or their witnesses prior to the ceremony. If the Officiant believes that alcohol or other stimulants have been used, the ceremony will not proceed.
- 8) It is the applicants' responsibility to provide an interpreter if either applicants do not speak English and/or require language assistance. The interpreter cannot be one of the witnesses. The interpreter will be required to sign a form that he/she has interpreted the wedding ceremony as per requirements.
- 9) Absolutely no confetti, rice, bird seed etc. is allowed in the Town Centre or on the grounds of the municipal offices or property. Couples may be charged with the cost of cleanup should any be found.
- 10) It is suggested that any witnesses should be at least sixteen years of age to be able to understand and appreciate what is taking place and if necessary, give evidence of such at a later date, if required.
- 11) If personal vows are to be made, they are to be reviewed by the Officiant at least five (5) days prior to the ceremony. It would be appreciated if a written copy of the personal vows is brought to the pre-ceremony meeting, or an electronic version is emailed to the Officiant prior to the pre-ceremony consultation. The Officiant can keep these vows in confidence if requested.
- 12) The Officiant is only responsible for performing the ceremony and therefore not responsible for other activities for the ceremony (i.e. photography, wedding planning, and organizing).

How to get a Marriage Licence (Valid for 90 days)

Apply online here: <https://www.orgforms.gov.on.ca/mla/#/overview> OR See Steps Below:

Review the marriage licence requirements (see below)

1. Application form is attached to this package or you can Download and print the form from our website or Service Ontario, or get a paper copy from the Town Hall Office.
2. Complete your Marriage Licence Application.
3. Ensure both partners sign and date the application.
4. One or both applicants can submit the application at Town hall submit:
 - o Your completed and signed marriage licence application
 - o Two pieces of acceptable identification for each partner
(See *acceptable forms of id list below*)
 - o Divorce documents, if applicable
5. Pay the required fee of \$125.00, Payments accepted: Cash or debit

You can apply without your partner if:

1. Both of you have signed the application, and
2. You submit the required 2 identifications for each partner

*** Required Identification**

- Each partner must submit (2) pieces of acceptable identification (ID):
- Identification must be VALID and ORIGINAL (Photocopies will not be Accepted).
- The name on both pieces of your ID must be the same
- The first name and last names must match on the two pieces of ID you are presenting.
- If your ID is not in English, a written translation from a certified translator is required

Acceptable Identification:

A Birth Certificate and/or Valid Passport and one other piece of id.

One piece must be photo id.

(If you have both your Birth certificate and passport no other identification is needed.)

Driver's Licence

Ontario Photo Card

Certificate of Canadian Citizenship (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

Identity Card from any country

Nexus Card

Firearms Acquisition Certificate (FAC)

Possession & Acquisition Licence (PAL)

NOT Accepted as Identification: Ontario Health Card OR Social Insurance Number (SIN) Card

Marrying After the Death of a Spouse

A death certificate is required if you wish to be married and you have been widowed.

Minimum Age to Marry

You must be at least 16 years old to get married in Ontario.

Under 18 years old: If you are 16 or 17 years of age and wish to marry you will need written consent from your parents or legal guardians. You can obtain the required consent form from the Ingersoll Town Hall Office.

Please Note:

- Only one applicant is required to submit the Marriage Application provided that the proper documentation is presented for both applicants, including: a Birth Certificate and or Passport , along with one government issued photo id.
- A Marriage License expires three (3) months after the date of issue

Remarrying After a Divorce **Divorced in Canada**

You will need to bring official proof of the divorce with you when you apply for a marriage licence. This can be the original or a court-certified copy of one of two documents:

1. A Decree of Absolute (or a court-certified Copy of the Decree of Absolute) if divorced before 1986, or
2. A Certificate of Divorce, required if the divorce took place after 1986.

A final judgment or Divorce Order is **NOT** acceptable. The Divorce Order (Divorce Judgment) is not proof that you are legally divorced because there is usually a 31 day waiting period after the divorce has been granted before it will take effect. The Court will not issue a Divorce Certificate until the waiting period has elapsed and the final divorce has taken effect.

Foreign divorces - This process cannot be carried out by The Town of Ingersoll

If you were divorced outside of Canada, you will need to provide certain documents to prove that you are no longer married. The Registrar General needs to validate these documents. This process can take up to 4 weeks.

You will need to send the following documents to Service Ontario:

- marriage licence application form: completed and signed
- statement of sole responsibility: for each divorce (signed by both people who are planning to get married and a witness)
- legal opinion letter: **from an Ontario lawyer**, addressed to both people who plan to get married, giving reasons why the divorce or annulment should be recognized in Ontario
- 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

Note: Completed Foreign Divorce Authorizations to marry are sent to applicants by courier. It is important that your full mailing address including suite/unit/apartment and buzzer number is included on the marriage licence application form, or the courier package cannot be delivered and returned to Service Ontario.

Marriage Licence No.



Office of the Registrar General

Marriage Licence Application
Marriage Act - Form 3

Applicant		Joint Applicant	
		Current last name or single name	
		First and middle names	
<input type="checkbox"/> Never married <input type="checkbox"/> widowed <input type="checkbox"/> divorced		Marital status	<input type="checkbox"/> Never married <input type="checkbox"/> widowed <input type="checkbox"/> divorced
Country of divorce		If divorced	Country of divorce
City of divorce if in Canada			City of divorce if in Canada
Court file number			Court file number
		Religious denomination	
Age	Date of birth (yyyy/mm/dd)	Age and date of birth	Age Date of birth (yyyy/mm/dd)
Province (if outside Canada, state the country)		Place of birth	Province (if outside Canada, state the country)
Last name or single name		Parent's name and place of birth	Last name or single name
First and middle names			First and middle names
Province (if outside Canada, state country)			Province (if outside Canada, state country)
Last name or single name		Parent's name and place of birth	Last name or single name
First and middle names			First and middle names
Province (if outside Canada, state country)			Province (if outside Canada, state country)
Last name or single name		Parent's name and place of birth	Last name or single name
First and middle names			First and middle names
Province (if outside Canada, state country)			Province (if outside Canada, state country)
Last name or single name		Parent's name and place of birth	Last name or single name
First and middle names			First and middle names
Province (if outside Canada, state country)			Province (if outside Canada, state country)
Last name or single name		Parent's name and place of birth	Last name or single name
First and middle names			First and middle names
Province (if outside Canada, state country)			Province (if outside Canada, state country)
Street name and number		Present address or postal address of applicants	Street name and number
Apt	Province/Country		Apt
City or town	Province/Country		City or town
Postal code	Telephone Number		Postal code
Street name and number		Permanent address of applicants if different from above	Street name and number
Apt	Province/Country		Apt
City or town	Province/Country		City or town
Postal code	Telephone Number		Postal code
Intended place of marriage		City, town, village	County or district
		Intended date of marriage	
I declare that the above information is correct. Signature of Applicant		I declare that the above information is correct. Signature of Joint Applicant	
Date (yyyy/mm/dd)		Date (yyyy/mm/dd)	

Personal information contained on this form is collected under the authority of the *Marriage Act*, R.S.O. 1990, c. M. 3 and will be used to determine whether to issue the marriage licence, to register and record the marriage, provide certified copies, extracts, certificates, search notices, photocopies and for statistical, research, medical, law enforcement, adoption and adoption disclosure purposes. It is an offence to knowingly make a false statement on this form. Questions about this collection should be directed to: the Deputy Registrar General, Office of the Registrar General, 189 Red River Road, PO Box 4600, Thunder Bay ON P7B 6L8. Telephone: 1-800-461-2156 (outside Toronto but within North America) or 416-325-8305 (in Toronto or outside North America), 416-325-3408 (TTY/Teletypewriter).

Civil Marriage Ceremony Form

I have read the above guidelines and agree that a Town of Ingersoll Wedding Officiant, will conduct a civil marriage solemnization service at the Town Hall in the Council Chambers on:

CEREMONY

Date of Ceremony: _____ Time of Ceremony: _____

APPLICANTS

Applicant # 1: Name: _____
(Please print clearly)

Applicant # 1 Signature: _____

Phone No. _____ E-mail: _____

Applicant # 2: Name: _____
(Please print clearly)

Applicant # 2: Signature: _____

Phone No. _____ E-mail: _____

WITNESSES

Witness #1 Name: _____
(Please print clearly)

Address: _____

Witness # 2 Name: _____
(Please print clearly)

Address: _____

FOR OFFICE USE ONLY:

Marriage Licence Number: : _____ Date Issued: _____

Note: Marriage licences are valid for 3 months only.

Deposit Received: \$ Witnesses needed: N or Y - 1 or 2

Other Fees paid: Full: \$ Partial: \$ Balance due: \$

Method of Payment : Cash _____ Debit _____

Wording Choices: legal declaration: # Vows: # Ring exchange: #



Legal Wording Requirements for Civil Ceremony

The only legal requirement for the wording of a marriage ceremony is stated in *Section 10(1) of [The Marriage Act](#)* is that in some part of the ceremony, in the presence of the justice or marriage commissioner who is solemnizing the marriage and the witnesses ,

- (i) each of the parties shall declare: "I do solemnly declare that I do not know of any lawful impediment why I (full name of the party), may not be joined in matrimony to (full name of the other party)"; and
- (ii) each of the parties shall say to the other "I call on those persons present to witness that I, (full name of the party) do take you, (full name of the other party) to be my lawful wedded "husband", "wife" or "spouse" (as the parties may prefer)" ;and
- (iii) after the declarations and statements required have been made, the justice or marriage commissioner solemnizing the marriage shall say:

"I, (full name of the justice or the marriage commissioner), by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you (full name of the party) and (full name of the other party)) to be "husband and wife" , "married spouses" (as the parties may prefer)."

No other particular form of ceremony is required.



One of the benefits of having a civil ceremony is that it can be tailored to suit your vision for your wedding. These options are open to you. You may also wish to include readings. This is your day, feel free to keep it as simple or make it as personal as you envisioned your day to be.

WEDDING CEREMONY WITH OPTIONS

OFFICIANT OPENING REMARKS

(Name) and (Name), do you, with your family and friends as your witnesses, present yourselves willingly and of your own accord to be joined in marriage?

Both Respond "We do."

LEGAL DECLARATION

(Choose an option #)

1) Officiant to ask each party:

(Full Name), do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to (Full Name)."

Respond: I do

OR

2) Officiant to ask each person: Please make your declaration by repeating:

I declare that I know of no legal reason why I (Full Name) may not be joined in marriage to (Full Name).

OR

3) Officiant to ask each person

Are you (Full Name), free lawfully to marry (Full Name)? Response

is: "I am"

EXCHANGE OF VOWS

You may both choose one or may each make a different choice from this selection. Alternatively you may choose to write or provide your own personal vows to each other

- 1) You may write your own personal vows.

OR

- 2) Please repeat after me:

"I call upon these persons / here present to witness that / I (Name) do take you (Name) / to be my lawful wedded (husband/wife/spouse); / to laugh with you in joy / to grieve with you in sorrow / to encourage when in doubt / to grow with you in love / to be faithful to you alone / as long as we both shall live."

OR

- 3) Do you, (Name) take, (Name) to be your partner for life? Do you promise to walk by (her/his) side forever, and to love, help, and encourage (her/him) in all that (she/he) does? Do you promise to take time to talk with (her/him), to listen to (her/him), and to care for (her/him)? Will you share (her/his) laughter, and (her/his) tears, as (her/his) partner, lover, and best friend? (Name) do you in front of these witnesses take (Name) as your lawfully wedded (wife, husband/partner) for now and forevermore?

"I do"

OR

- 4) Please repeat after me:

I, (Name), take you (Name), to be my lawful wedded (wife/husband/partner), / to have and to hold / from this day forward, / for better or for worse, / for richer, for poorer, / in sickness and in health, / to love and to cherish; / for as long as we both shall live.

OR

- 5) I, (Name), take you (Name), to be my lawful wedded (husband/wife/spouse) , my constant friend, my faithful partner and my love from this day forward. In the presence of witnesses, our family and friends , I offer you my solemn vow to be your faithful partner; in sickness and in health, in good times and in bad, and in joy as well as in sorrow. I promise to love you unconditionally, to support you in your goals, to honor and respect you, to laugh with you and cry with you, and to cherish you for as long as we both shall live.

OR

- 6) I (Name), take you (Name) to be my lawful wedded (husband/wife/spouse), my partner in life and my one true love. I will cherish our union and love you more each day than I did the day before. I will trust you and respect you, laugh with you and cry with you, loving you faithfully through good times and bad, regardless of the obstacles we may face together. I give you my hand, my heart, and my love, from this day forward for as long as we both shall live.

OR

- 7) I, (Name), take you (Name), to be my lawful wedded (husband/wife/partner), loving what I know of you, and trusting what I do not yet know. I eagerly anticipate the chance to grow together, getting to know the (man/woman) you will become, and falling in love a little more every day. I promise to love and cherish you through whatever life may bring us.

EXCHANGE OF RINGS

The Officiant Will Say A Few Words

You may choose one of the options below that you both will say or may each choose different options or provide your own words to say to the other

1) Create your Own

Or choose one of the following:

2) "This ring is a symbol of my growing love for you. Please wear it as a sign to the world that you are my (wife/husband/partner in life). With this ring I thee wed."

OR

3) "I give you this ring as a symbol of my love and my lifelong commitment to you. With this ring I thee wed."

OR

4) "This ring, is my gift to you it symbolizes my wish that you be my (wife/husband/partner in life) from this day forward. As this ring has no end neither shall my love for you. With this ring I thee wed."

OR

5) "(Name) I love you. As I place this ring on your finger I give you all that I am and ever hope to be."

OR

6) "I call upon these persons here present to witness that I (name) do take you (name) to be by lawful wedded (wife, husband, partner), to laugh with in joy, to cry with in sorrow, to grow with in love, to be faithful to you alone, as long as we both shall live"

Or

7) "I give you this ring as a symbol of my love and faithfulness. As I place it on your finger, I commit my heart and soul to you. I ask you to wear this ring as a reminder of the vows we have made today."

Or

8) "This Ring is my gift to you/, it is a measure of my love, and a sign that from this day forward you shall be surrounded by my love"

CLOSING REMARKS & DECLARATION OF MARRIAGE

The Officiant will make closing remarks and a legal declaration of marriage to complete the legal elements of the ceremony.

SIGNING OF THE MARRIAGE LICENCE AND REGISTER

At this time, the wedded parties and their witnesses will sign the Official Marriage Register and Marriage Licence.
