

## Marriage Licence Application Guide

The Municipality of Chatham-Kent has implemented a new on-line application system in partnership with ServiceOntario. Applicants wishing to receive their marriage licence are recommended to complete the forms on-line and upload documentation electronically via the ServiceOntario website. <https://www.orgforms.gov.on.ca/> for more information please visit our website at <https://www.chatham-kent.ca/apply/licences/Pages/Marriage-Licence.aspx>.

### Payment

The fee for a marriage licence is \$135.00, with no HST. Applicants may pay with cash, credit or debit card and certified cheque.

### Required Documentation

Each person applying for the marriage licence must provide two pieces of valid and original government-issued identification confirming name and birth date. Originals of photo identification must be provided; photocopies or digital images are not acceptable. For Identification requirements and a list of acceptable Identification please visit our website at <https://www.chatham-kent.ca/apply/licences/Pages/Marriage-Licence.aspx>.

### Waiting Period

Generally, marriage licences are issued within two business days provided that the applicant(s) submit the necessary documentation. We suggest obtaining your marriage licence approximately four to six (4 to 6) weeks before your ceremony.

### Number of Applicants to Attend Before Issuer

Both parties must sign the application form using their full names. The Marriage Licence will be issued according to surname and given name(s) on birth certificates. Only one applicant need apply in person.

### Getting Married After the Passing of a Spouse

If you have been widowed and are getting remarried, you are required to submit proof of death (Death Certificate or Funeral Director's Certificate) when applying for a Marriage Licence. An original or certified copy of the Certificate is preferred however, photocopies may be accepted.

### Getting Married After a Divorce in Canada

If you were divorced in Canada, you must bring the original or court-certified copy of the certificate of divorce or final decree when you are applying for the marriage licence. To obtain a court-certified copy of the certificate of divorce please contact the courthouse where the divorce was issued. Photocopies will not be accepted.

### Civil Marriage Ceremonies

The Municipality of Chatham-Kent offers civil marriage ceremonies by appointment only. Couples wishing to be married are required to have a **valid Ontario Marriage Licence** and to attend a **pre-ceremony consultation** with the Clerk. For more information, contact the Municipal Clerk at 519-360-1998 x 3200 or [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)