

# Township of Dawn-Euphemia Township of Dawn-Euphemia



4591 Lambton Line, RR 4, Dresden, ON N0P 1M0  
Phone: (519) 692-5148 Fax: (519) 692-5148 Email: [dclermont@dawneuphemia.on.ca](mailto:dclermont@dawneuphemia.on.ca)

# ***Marriage License*** ***Application Information***





## TOWNSHIP OF DAWN-EUPHEMIA

### OFFICE OF THE CLERK

4591 Lambton Line, RR 4  
Dresden, ON N0P 1M0

Phone: (519) 692-5148

Fax: (519) 692-55117

Email: [dclermont@dawneuphemia.on.ca](mailto:dclermont@dawneuphemia.on.ca)

## ONTARIO MARRIAGE LICENSE APPLICATION INFORMATION

**Location:** The Township of Dawn-Euphemia issues marriage licenses Monday to Friday. Office hours are 8:30 am – 4:30 pm at the Municipal Administration Office, 4591 Lambton Line, Dresden, ON N0P 1M0

Once the Clerk receives your completed marriage application, please allow an additional 10 business days to complete the license.

**Fee:** \$100.00 cash or debit card only. Fee is non-refundable.

**Who May Apply:** A marriage license can only be issued to either one or both parties named on the application. Both individuals must sign the completed marriage license application form, and the absentee party must provide their original identification for the license to be issued. At least one party must be present to obtain the license.

**Identification:** Two pieces of identification are required for each applicant; **there are no exceptions to this policy.** Identity documents must be original; photocopies *will not* be accepted. Identification must be VALID and ORIGINAL.

The issuer will take a photocopy of all identification papers provided, attach them to the marriage license application and return the originals to the applicant.

(1) For the **first piece of identification**, one of the following documents will be accepted:

- Birth Certificate, including any change of name certificates
- a valid passport
- a record of immigrant landing
- Canadian Citizenship Card

(2) The **second piece of identification MUST** be photo identification; one of the following documents will be accepted:

- Valid Driver's License
- Valid Passport
- Valid Ontario Photo Card
- Permanent Residency Card

**Please Note:** Documents in a language other than English or French must be translated by a certified translator.

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**Interpreters:** If you do not understand or read English, you must provide your own interpreter. The interpreter must also provide two pieces of identification, one of which must be photo identification.

**Validity/Expiry:** A marriage license is valid for 90 days from the date it is issued and can be used anywhere in Ontario. The date and place of the ceremony must be established and noted on the application *before* the license is issued.

**Address:** Rural route or box numbers are not considered an address. The lot, concession and municipality, 9-1-1 address, or actual street address is required on the application.

**Age Requirements:** Marriage licenses may be issued to applicants 18 years of age and over. If an applicant is under the age of 18 years of age, a consent form must be signed by both parents, or the parent having legal custody. The consent form can be obtained at the Clerk's Office.

**Marriage After Divorce:** If you were divorced in Canada, an original Certificate of Divorce must be presented (this certificate will have a seal and an original signature). No photocopies will be accepted and there are absolutely no exceptions to this requirement.

If there is a previous divorce that was granted outside of Canada, approval is required from Office of the Registrar General before a marriage license can be issued. This approval takes a minimum of four weeks to process. Please contact the Clerk's Office for more information or visit the Ministry Website at <http://www.gov.on.ca>. There are no exceptions to this Provincial Law.

**Marriage After Death of a Spouse:** A copy of a death certificate is required.

**Ceremonies:** Only authorized clergy and other qualified individuals may perform marriage ceremonies in the Province of Ontario. A list of religious officials authorized to perform marriages under the Marriage Act is maintained at [www.serviceontario.ca](http://www.serviceontario.ca).

**Name Change:** If you are considering changing your name the first thing you should do is check your birth certificate to see exactly how your full name is listed. **The name on your Birth Certificate is your legal name.**

**Assumed Name Change:** If you have an assumed name (you have assumed your spouse's name under the Marriage Act), you are permitted to return to your maiden name (the name you were born with – if that is what is listed on your Birth Certificate). Many individuals (or their spouse) have an assumed name that they have chosen to acquire through marriage.

**Changing your last name (just married):** When you get married, you don't have to legally change your last name (surname). You have 3 options if you would like to change your name. You can:

- change your last name to your spouse's last name
- combine both of your last names with a space in-between
- combine both of your last names with a hyphen

**To change your last name, you will need:**

- a marriage certificate
- your current photo health card and/or driver's license
- if you do not have a photo health card, you must also bring three original documents to prove your Canadian citizenship, that you are an Ontario resident and to prove your personal identity

**A marriage certificate** is a document containing the details of a marriage performed in Ontario. You can order a copy or multiple copies online if the marriage is registered in Ontario. This certificate is required to change your name, process a divorce, or as a record of family history. To order a marriage certificate online: <https://www.orgforms.gov.on.ca/eForms/start.do?lang=en>

**No legal form is required to return to your maiden name if you have not changed your birth certificate.** To change back to your maiden name you would start with your Driver's License by requesting a name change at the Licensing office (they may want to see your birth certificate). However, you must then change all other identification as well, this may be time-consuming. All identification, ie. Social Insurance Card, Health card, banking information/credit cards, Revenue Canada taxation forms, even the simplest forms such as a movie membership card should be changed to reflect the name you will now be using.

**Legal Name Change:** If you have had a legal name change in the past (**that is that you have changed the name on your birth certificate**) and wish to change your name, then you must apply for a legal name change once again.

Legal name change (packages) are only available through the ORG (Office of the Registrar General) in Thunder Bay, Ontario. Please call 1-800-461-2156 and ask them to send out the **Change of Name Package** and ask about the fee. You can also visit their website at <http://www.serviceontario.ca>.

**Additional Questions:** If you have any additional questions or require further clarification, please do not hesitate to contact the Clerk or Deputy Clerk at the Township Administration Office – 519-692-5148 or on the Ministry Website [www.gov.on.ca](http://www.gov.on.ca)



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## MARRIAGE LICENSE APPLICATION INFORMATION DIVORCE OUTSIDE CANADA

**If you were divorced outside of Canada** you MUST OBTAIN AUTHORIZATION from the Office of the Registrar General in Thunder Bay before a marriage license can be issued to you. You will need to complete the following documents and forward to:

Office of the Registrar General, Marriage Office, P.O. Box 4600, 189 Red River Road, Thunder Bay, Ontario P7B 6L8, they will review the documentation and issue an Approval Letter in the name of the proposed bride and groom, if they deem the information to be acceptable.

- A Completed Marriage License Application signed by both applicants.
- A Statement of Sole Responsibility for each divorce signed by both parties to this marriage.
- An original or court-certified copy (certified by the proper court officer in the jurisdiction the divorce or annulment was granted) of the Divorce Certificate, Divorce Decree or Annulment. If the document is in a language other than English or French, include a translated copy together with an affidavit sworn by the translator. (A court-certified copy means certified by the proper court officer in the jurisdiction the divorce or annulment was granted).
- A legal opinion from an ONTARIO lawyer, addressed to BOTH APPLICANTS, giving reasons why the divorce or annulment should be recognized in the Province of Ontario. . The Office of the Registrar General will fax a sample legal opinion letter to your lawyer if you call 1-807-343-7568 or toll-free in Ontario at 1-800-461-2156

Depending on the urgency (how soon the wedding is to take place) you may want to purolate or fed-ex your documents to the Registrar General. ON the courier envelope make sure that you indicate this it is for the "Marriage Office". In order to expedite the process you can provide authorization to the Registrar General to fax their authorization directly to the Municipal Office at 519-769-2837.

If you have any questions regarding the above information please contact our office at 519-692-5148.

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