

## INTERIM PROCESS

### MARRIAGE LICENCE APPLICATION

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1. Marriage Licence Fee is \$150.00. We accept cash, cheque or debit. Applications submitted by mail or in the courtesy drop box must include payment by cheque.
2. A Marriage Licence can be issued to the Applicant and/or Joint Applicant ONLY. Both parties must sign the application form.
3. Please be specific when completing the Religious Denomination. Protestant is not a denomination. (i.e. Anglican, Roman Catholic, Baptist, etc.) Nil is also acceptable.
4. Two ORIGINAL pieces of government issued identification for each person getting married is required. One piece of identification must include your photo. When issuing the Marriage Licence to only one party (applicant or joint applicant) original identification of the absent party must be presented.
5. Applicants who are 16 or 17 may marry with the written consent of both parents or legal guardians. Please ask for Form 6, Parent or Guardian Consent to Marriage.
6. If the marriage was dissolved or annulled in Canada, we require the original or court certified copy of the final decree, judgment or certificate of divorce dissolving or annulling the marriage. A certified copy may be obtained only from the court where the divorce was granted. A photocopy is not acceptable.
7. If the marriage was dissolved or annulled outside of Canada, the applicant must obtain authorization from the Minister of Government Services before a marriage licence may be issued. Please read AUTHORIZATION on the attached Requirements Respecting Marriage in Ontario.
8. A Marriage Licence is valid for use anywhere in Ontario for a period of 90 days from the date of issuance.
9. Completed application forms, accompanied by all mandatory supporting documentation, including applicable proof of identity and/or age are to be submitted to administration by email, mail or drop-box. Mail and drop-box submissions are subject to a 24-hour quarantine hold.
10. An appointment must be scheduled to pick-up the marriage licence. Appointments may be scheduled between 10am and 4pm Monday to Friday by contacting the Deputy Division Registrar at [vmcdonald@hanover.ca](mailto:vmcdonald@hanover.ca) or [civic@hanover.ca](mailto:civic@hanover.ca).

11. The applicant(s) must bring originals of all documents submitted and proof of identity for staff to view before the official document will be released.
12. The public will be required to complete the COVID-19 Visitor and Contractor Screening Tool to assess potential health risks prior to providing service. Appointments will be cancelled for any unsatisfactory screening.
13. At the scheduled appointment, the applicant will be required to wear a face mask and use the hand sanitizer provided.
14. Please visit our website [www.hanover.ca/marriage-licence](http://www.hanover.ca/marriage-licence) for more information or contact [vmcdonald@hanover.ca](mailto:vmcdonald@hanover.ca).