



## MARRIAGE LICENCE REQUIREMENTS

**GENERAL:** An application must be completed and signed by both applicants. The application must be submitted to the marriage licence issuer along with **ORIGINAL supporting documents for both applicants** (see the identification list below). Only one of the applicants must attend in person provided they have the required documents for both applicants. The marriage licence will be issued while you wait and only if all documentation is in order.

**LOCATION:** Office of the City Clerk, Legislative Services, 2nd Floor, Civic Centre City of Mississauga, 300 City Centre Drive, Mississauga

**HOURS:** **Monday to Friday, 8:30 a.m. to 4:30 p.m. (closed statutory holidays)**

**LICENCE FEE:** **\$140.00** (effective January 01, 2010) subject to change without notice  
Payable by Cash, Debit, Visa, Master Card, American Express.  
**NO REFUNDS**

### **IDENTIFICATION:**

Any two (2) of the following current and original pieces of identification must be presented for both applicants at the time of purchasing the marriage licence.

It is important that you bring identification that states your **full legal name**. The legal name is the one registered on your birth certificate or the one changed legally through adoption, court order or Change of Name Certificate.

If your identification shows any of your names as an initial you must produce a birth certificate for clarity.

**All photo identification must have been issued within the past 10 years.**

**TRANSLATIONS:** Identification in a language other than English or French must be translated by a **certified translator**.

### **Two (2) pieces Per applicant**

Original birth certificate  
Any change of name certificate  
Valid passport  
Valid driver's licence from any country or Enhanced Driver's Licence  
Valid NEXUS card  
Valid Ontario Photo Identification Card ([www.serviceontario.ca](http://www.serviceontario.ca))  
Valid Government issued Photo identification card from any country  
Citizenship card from any country with photo  
United States Green Card  
Record of Immigration Landing or Refugee Status  
Permanent Residency card

**\* Please note:** A Health Card or Social Insurance Number (SIN) card, photocopies or expired identification are not acceptable for identification.

- INTERPRETERS:** If you do not understand English or French, you must provide an interpreter. The interpreter will be required to provide appropriate identification and complete a declaration.
- CANADIAN DIVORCE:** The **original or Court certified copy** (photocopies will not be accepted) of the **Certificate of Divorce** or Decree Absolute or must be shown to the licence issuer. Please note that a **Judgement or Court Order** issued by the Court **is not acceptable** proof of divorce.
- FOREIGN DIVORCE:** If a divorce was granted outside Canada, please request additional forms from the Clerk's Office, or by calling 3-1-1 or outside City limits call 905-615-4311. or go to [www.ontario.ca/government/get-married-ontario](http://www.ontario.ca/government/get-married-ontario)
- EXPIRY DATE:** An Ontario marriage licence is valid for use anywhere in Ontario for a period of three (3) months from the date of issue. There is no waiting period in the Province of Ontario to be married once the licence is issued. There is no refund for expired licences.
- MINORS:** Applicants 16 or 17 years of age require parental consent. A form (Form 6) must be completed and signed by both parents/guardians. Contact our office for further information by calling 3-1-1 or outside City limits call 905-615-4311.
- REFUNDS:** We do not replace or refund the marriage licence for any reason once the licence is printed OR issued.
- ERRORS:** It is your responsibility to read the draft marriage licence over in order to capture any errors before the licence is printed or issued. If you discover an error after the licence is issued the correction is manually corrected (hand written) by the staff where the licence was purchased. Please contact the office for further instructions by calling 3-1-1 or outside City limits call 905-615-4311.
- IMPORTANT** Ontario has no residency or blood tests requirements and does not permit marriage by proxy.
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### **Civil Marriage Ceremony**

**Please check the availability of the Officiant before booking the facility.** The City of Mississauga offers Civil Marriage ceremonies. Authorized Officiants are available to perform simple yet dignified civil ceremonies, with no religious connotation. Ceremonies are conducted at the Civic Centre in the Chapel or Queen Elizabeth II Jubilee Garden between the hours of 9:00 am and 4:00 pm Monday to Friday (closed statutory holidays). For information on how to book an Officiant, please call 3-1-1 or outside City limits call 905-615-4311.

### **Booking a facility**

**Please check the availability of the officiant before booking the facility.**

A couple who wishes to be married at the City of Mississauga is responsible for booking the facility and the Officiant. Bookings for the Wedding Chapel or \*\*Queen Elizabeth II Jubilee Garden (outdoor venue). Arrangements can be made in person at the Central Booking Office, located on the ground floor, Central Library, 301 Burnhamthorpe Road West (directly opposite the Civic Centre) or by telephone at 905-615-4100.