



**The Corporation of the
City of North Bay**

200 McIntyre St. East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: (705) 474-0400

OFFICE OF THE MANAGER OF CORPORATE SUPPORT
CORPORATE SERVICES DIVISION
Direct Line: (705) 474-0626, ext 522
Fax Line: (705) 474-8302
Email: terry.ringler@cityofnorthbay.ca

MARRIAGE LICENCE REQUIREMENTS

PLEASE NOTE:

1. A Marriage Licence can be issued only to the applicant and/or joint applicant.
2. Both parties must sign the Marriage Licence application form.
3. Both parties must provide proof of age by providing an **ORIGINAL BIRTH CERTIFICATE, CHANGE OF NAME CERTIFICATE, CURRENT PASSPORT, CANADIAN CITIZENSHIP CARD**. Proof of identity must also be provided in the form of **PHOTO IDENTIFICATION**.
4. When issuing a Marriage Licence to only the applicant or the joint applicant, we require all of the information noted on Form 3 for the absent person. We prefer, if possible, that both are present when issuing the license.
5. Any person who is 16 or 17 years of age requires **BOTH** parents' consent. Please see Corporate Services for the required documentation.
6. If you have a **RURAL ADDRESS**, you must provide your lot, concession and township.
7. If you have been divorced within Canada, we require the divorced party to produce the **ORIGINAL OR COURT CERTIFIED COPY** of the final **CANADIAN CERTIFICATE OF DIVORCE OR CANADIAN DECREE ABSOLUTE** for examination by the Marriage Licence Issuer. These documents will be returned after the examination.
8. If you are divorced outside of Canada, please see Corporate Services for the required documentation.
9. Licence Fee: \$110.00 payable by cash or Interac only
10. Hours Issued: 8:30 a.m. to 4:00 p.m., Monday to Friday
11. A Marriage Licence is valid for use anywhere in Ontario for a period of three months from the date of purchase.
12. For further information, call Corporate Services at 474-0400, extension 516 or 515.



Main application form with columns for APPLICANT and JOINT APPLICANT. Fields include: LAST NAME, FIRST AND MIDDLE NAMES, MARITAL STATUS, COURT FILE NUMBER, CITY DIVORCE GRANTED IN, RELIGIOUS DENOMINATION, AGE AND DATE OF BIRTH, PROVINCE (IF OUTSIDE CANADA, COUNTRY), PLACE OF BIRTH, FATHER'S NAME, MOTHER'S MAIDEN NAME, FATHER'S PLACE OF BIRTH, MOTHER'S PLACE OF BIRTH, PRESENT RESIDENCE OR POSTAL ADDRESS, PERMANENT HOME ADDRESS IF DIFFERENT FROM ABOVE.

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, DATE

I DECLARE THAT THE ABOVE INFORMATION IS CORRECT: SIGNATURE OF JOINT APPLICANT, DATE