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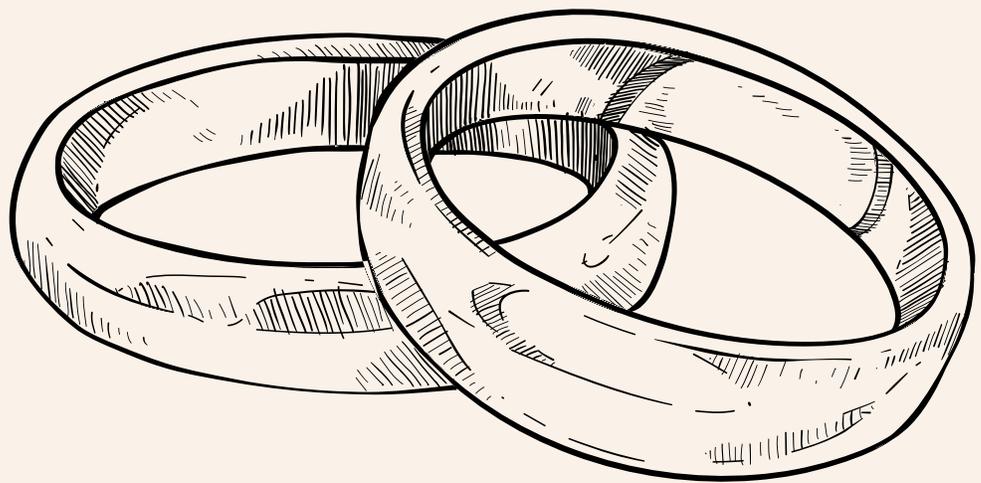BLENHEIM

CIVIL MARRIAGE

INFORMATION PACKAGE

Welcome

Congratulations on your upcoming marriage!

Whether you're planning an intimate civil ceremony or a larger celebration, the Township of Blandford-Blenheim is here to guide you through each step, from obtaining your marriage licence to exchanging vows.

This guide outlines the process, requirements, fees, and options available so you can feel confident and prepared on your wedding day.

PART 1 – MARRIAGE LICENCE INFORMATION

BOOKING YOUR LICENCE APPOINTMENT

Marriage licences are issued by **appointment only**.

Call 519-463-5347 or email generalmail@blandfordblenheim.ca to book.

Tip: Book early because licences must be obtained within **3 months** of your wedding date.

APPLICATION FORMS

Marriage licence application forms may be:

- Picked up in person at the Township Administration Office, or
- Requested by email and sent to you electronically

FEES & PAYMENT

- Licence fee: $120.00 (cheque, cash, or debit)
- Pay in full at your appointment

WHERE TO APPLY

Township Administration Office
47 Wilmot Street South, Drumbo, ON
Hours: Monday–Friday, 8:00 a.m. to 5:00 p.m.
(Please call ahead to ensure a licence issuer is available)

REQUIRED DOCUMENTATION

Bring **two pieces** of valid government-issued ID for **each person** getting married:

- One must include a photo
- Names must appear exactly as they will on the licence
- Acceptable examples:
  - Birth certificate (and any change of name certificate)
  - Valid passport
  - Record of immigrant landing
  - Canadian Citizenship Card
  - Driver's licence
  - Ontario Photo Card
  - (Health Cards & SIN cards are **not** accepted)

If ID is in a language other than English, include a certified translation.

SPECIAL SITUATIONS

- **Age:** 18+ without consent; 16–17 with parental consent (form available from Clerk's Office); under 16 not permitted to marry in Ontario.
- **Divorced in Canada:** Provide original or court-certified Certificate of Divorce or Decree Absolute (photocopies not accepted).
- **Divorced Outside Canada:** Obtain a Foreign Divorce Kit and Minister's authorization before licence can be issued (process may take up to 4 weeks).
- **Widowed**: Provide death certificate of former spouse.
- **Citizenship/Residency:** No requirements.

PART 2 – CIVIL MARRIAGE CEREMONIES

WHO CAN PERFORM THE CEREMONY

In Ontario, civil ceremonies can be performed by a judge, justice of the peace, or authorized municipal official.

In Blandford-Blenheim, ceremonies are conducted by the **Clerk** or an appointed designate.

CEREMONY LOCATIONS & FEES

- **On-site (Council Chambers, Drumbo)**
Monday–Friday, 9:30 a.m. to 3:30 p.m.
Fee: $250.00

- **Off-site (within Township boundaries)**
Evenings/weekends by arrangement
Fee: $350.00

Fees include up to a 30-minute ceremony, with booking time of approximately 1 hour for setup, photos, and signing.

BOOKING & DEPOSITS

- Book at least 14 days before your preferred date
- A **$100 booking fee** is required to reserve your date
  - $50 of the booking fee is **non-refundable**
- Balance due at least 5 business days prior to ceremony
- Additional fees:
  - $25 per witness (if provided by Township)
  - No gratuities required or accepted

PRE-CEREMONY CONSULTATION

A mandatory meeting with both applicants:

- At least 6 business days before ceremony (unless waived by Officiant)
- Bring photo ID and marriage licence
- Review ceremony details and wording choices
- Submit personal vows if using them (at least 5 days before ceremony)

CEREMONY GUIDELINES

- Arrive 10 minutes early
- Ceremony length: approx. 20–30 minutes
- Cell phones on silent
- No alcohol or stimulants before ceremony
- Confetti, rice, birdseed, etc. are not permitted in or on municipal property (cleanup charges may apply)
- Interpreter (if needed) must be arranged by applicants and cannot serve as a witness
- Witnesses should be 16+ and capable of understanding proceedings

PART 3 – CEREMONY STRUCTURE & OPTIONS

LEGAL REQUIREMENTS

Under Ontario's Marriage Act, all ceremonies must include:

1. Declaration of no lawful impediment (e.g., "I do solemnly declare that I do not know of any lawful impediment why I, [Name], may not be joined in matrimony to [Name].")
2. Vows (e.g., "I call upon these persons present to witness that I, [Name], do take you, [Name], to be my lawful wedded [spouse/husband/wife].")
3. Pronouncement of Marriage by the Officiant

CEREMONY COMPONENTS

- Opening Remarks (welcome and introduction)
- Legal Declaration (choose from provided options)
- Exchange of Vows (select from samples or provide your own)
- Exchange of Rings (optional wording provided)
- Closing Remarks & Pronouncement
- Signing of Marriage Licence & Register

A full list of sample vows and ring exchange options will be provided in the Civil Marriage Ceremony Package upon booking.

PART 4 – AFTER THE CEREMONY

MARRIAGE CERTIFICATE

Following your wedding, your officiant is responsible for submitting the completed marriage licence to the Province of Ontario for registration.

Once registered, you must apply to ServiceOntario for an official **marriage certificate** because it is not automatically sent to you.

Marriage certificates are commonly required for:
- Legal name changes
- Updating identification and records
- Other official or legal purposes

Tip: Allow several weeks after your ceremony before applying to ensure the registration has been processed.

NAME CHANGE

- You may assume your spouse's last name without legally changing it (common practice)
- To legally change your surname, apply through ServiceOntario

QUICK REFERENCE CHECKLIST

✔ Book marriage licence appointment

✔ Gather required ID & documents

✔ Pay licence fee ($120)

✔ Book ceremony & pay deposit ($50)

✔ Schedule pre-ceremony consultation

✔ Choose vows and ring exchange wording

✔ Arrange witnesses & interpreter (if needed)

✔ Final payment at least 5 days before ceremony