



**THE CORPORATION OF THE TOWN OF PETROLIA**

411 Greenfield Street  
PETROLIA, Ontario  
Canada N0N 1R0

Telephone:  
519-882-2350 FAX: 519-882-3373  
[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)

“Celebrating our Heritage. Investing in our Future”

## Congratulations on your upcoming marriage!

After making your appointment for a Marriage Licence, please ensure you have all of what you need before coming to our office:

- A Marriage Licence Application, signed by both applicants.
  - both applicants do not need to be present to sign the Marriage License, so long as the application has been signed
  - please be sure this application is **completed in full**, including full names of parents.


2 pieces of Government Issued ID:

- The ***original*** birth certificate of both applicants, must be provided

The secondary piece of ID can be:

- Valid passport (not a substitute for a birth certificate)
- Record of immigrant landing
- Canadian Citizenship Card
- Valid Driver's Licence
- Valid Ontario Photocard

(unfortunately no exceptions can be accepted, *please locate your original birth certificate and supporting ID prior to the day of your appointment*)

 If there is any prior marriage, please bring the original or court certified copy (with seal) of one of the following;

- Final Decree,  Final Judgment or  Certificate of Divorce

If your divorce occurred out of Canada you will need to provide certain documents in addition to the above. The Province needs to validate these documents and that process can take up to 4 weeks.

- Visit <https://www.ontario.ca/page/getting-married> or a Service Ontario office for additional information & to make application
- You will need to bring a ***valid*** Foreign Divorce Authorization form with you to your appointment

\*\* see over, next page



**THE CORPORATION OF THE TOWN OF PETROLIA**

411 Greenfield Street  
PETROLIA, Ontario  
Canada N0N 1R0

Telephone:  
519-882-2350 FAX: 519-882-3373  
[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)

**“Celebrating our Heritage. Investing in our Future”**

Please also note:

- ☛ To process the application is approx. ½ an hour and you will leave the office with your marriage licence
- ☛ 6-8 weeks after your wedding date you will need to log onto <https://www.orgforms.gov.on.ca/eForms/start.do?lang=en> and click the marriage link, this is where you will apply for your official Marriage Certificate. This is the document requested when changing your personal information.

To ***make your appointment*** to receive a Marriage Licence please call 519-882-2350 or contact [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)

Please **ensure you have all of what you need before coming to our office**, it is helpful to look for these items well before your appointment date:

- Marriage Licence Application (completed in Full)
- Original** Birth Certificates of *both* applicants
- Second piece of supporting ID of *both* applicants

Prior Marriage:

- Original or Certified Court copy of document required
- Valid*** Foreign Divorce Authorization (only applicable if occurred outside of Canada)