

Marriage Licence Replacement Process

The following process is for issuing replacement licences to couples in rare circumstances where either:

- a) critical information on their original unused licence has changed since that licence was issued (i.e., either of the applicants has changed their name or their marital status); **or**
- b) the licence is lost, destroyed or is otherwise unavailable.

This applies to marriage licences issued between December 1, 2019 and July 24, 2020 (inclusive), the end of the province-wide Declaration of Emergency due to COVID-19.

Municipalities may want to retain marriage licence applications respecting licences that were issued from December 1, 2019 onwards, to facilitate the replacement process.

Application Forms:

In both cases, applicants will be required to complete a new marriage licence application which will confirm either that no information has changed or that critical information has changed.

Identification:

To obtain a replacement marriage licence, two (2) pieces of government-issued identification for both applicants must be presented. One piece of identification must include a photo.

Examples of government-issued identification:

- government-issued birth certificate, including any change of name certificates
- valid passport
- record of immigrant landing
- Canadian Citizenship Card
- valid driver's licence
- valid Ontario Photo Card

Supporting documents may be required if critical information has changed (e.g., change of name certificate).

Fees:

No provincial fee (\$75) will be required. To further assist couples, municipalities, at their own discretion, may consider waiving their own administrative fee when issuing a replacement marriage licence.

Eligibility and Validity Period:

The issuer will need to ensure that the original unused licence was issued during the specified timeframe (December 1, 2019 to July 24, 2020 (inclusive)). The 24-month period during which replacements for unused licences to be issued for no provincial fee **begins on**

July 22, 2020 and ends on July 24, 2022 (inclusive). Replacement licences are valid for 3 months following the issue date; therefore, a replacement licence should only be issued within 3 months of the rescheduled wedding.

The **validity period for the foreign divorce authorization (FDA)** issued by the Office of the Registrar General (ORG) has been extended for the same duration as the extended marriage licence validity period in these cases.

Critical Information:

A change in critical information on a marriage licence would be either: a change in the legal name of either party to the marriage; **or** a change in marital status of one/both parties to the marriage. A replacement licence is not required if details such as proposed date of marriage or proposed place of marriage in Part 1 of the marriage licence have changed. In these instances, couples may use their existing licence. This information should not be changed.

Consent:

If an applicant goes to a different municipality to obtain a replacement marriage licence, they will be required to provide written consent to the sharing, confirmation or exchange of any personal information regarding the application for a marriage licence and supporting documents provided (e.g., Canadian divorce documents, FDA or Consent of Parents), between the municipality issuing the replacement licence and the municipality that originally issued the licence. Use the Consent form prepared by the ORG.

Tracking Replacement Licences:

Municipalities that issue a replacement marriage licence will need to track and return any original unused licences (or information pertaining to original licences, if lost, destroyed, or otherwise unavailable) to the ORG with their regular mailings, and the ORG will replace the licences at no cost.

Use the tracking sheet prepared by the ORG to assist with the tracking of unused and replacement licences. Prior to sending returned licences to the ORG, please email a copy of the tracking sheet to LSBPrint.Distribution@ontario.ca and attach a paper copy of the sheet to the bundle of unused licences being shipped to the ORG. If sending with other documents or marriage licences, clearly indicate which ones are being returned for replacement. The replacement licences will be included with your next order of marriage licences or stock order.

PROCESSES FOR DIFFERENT SCENARIOS:

Please follow the step-by-step process depending on whether the applicants are returning the original unused licence, or not, and are requesting the replacement licence from the same municipality from where it was originally obtained.

A. Applicant returns to the same municipality where marriage licence was purchased (*with or without original licence*):

- ☐ Original unused licence was issued during the specified timeframe
- ☐ Replacing issuer is satisfied that the original licence is lost, destroyed, or is otherwise unavailable (if applicable)
- ☐ New marriage licence application signed by both applicants
- ☐ Proof of identity provided for both applicants
- ☐ Supporting documentation provided, as necessary, if critical information has changed (e.g., change of name certificate)
 - Canadian divorce documents or FDA and other documentation are not required, if nothing has changed
- ☐ Issuer and applicant(s) signed/commissioned the replacement licence
- ☐ Original unused licence information documented in ORG tracking sheet. Unused licence retained and defaced, if applicable

B. Unused marriage licence returned (*due to change of name or change in marital status*) to a different municipality than originally purchased:

- ☐ Original unused licence was issued during the specified timeframe
- ☐ New marriage licence application signed by both applicants
- ☐ Proof of identity provided for both applicants
- ☐ Supporting documentation provided, as necessary, for change in critical information (e.g., change of name certificate)
- ☐ Consent form completed and signed by both applicants, if needed
- ☐ Confirmed issuance and obtained information about original marriage licence application from municipality that issued original licence, if needed
- ☐ Reviewed Canadian divorce documents, FDA and other documentation (e.g., Consent of Parents), if needed
 - Issuers may contact the ORG to obtain a copy of the FDA
- ☐ Issuer and applicant(s) signed/commissioned the replacement licence
- ☐ Original unused licence information documented in ORG tracking sheet. Unused licence retained and defaced

C. Unused marriage licence no longer available; applicant attends a different municipality from one where licence was originally purchased:

- ☐ Original unused licence was issued during the specified timeframe
- ☐ Replacing issuer is satisfied that the original licence is lost, destroyed, or is otherwise unavailable
- ☐ New marriage licence application signed by both applicants
- ☐ Proof of identity provided for both applicants
- ☐ Supporting documentation provided, as necessary, if critical information has changed (e.g., change of name certificate)
- ☐ Consent form completed and signed by both applicants
- ☐ Confirmed issuance and obtained information about original marriage licence application from municipality who issued original licence
- ☐ Reviewed Canadian divorce documents, FDA and other documentation (e.g., Consent of Parents), if needed
 - Issuers may contact the ORG to obtain a copy of the FDA
- ☐ Issuer and applicant(s) signed/commissioned the replacement licence
- ☐ Original unused licence information documented in ORG tracking sheet