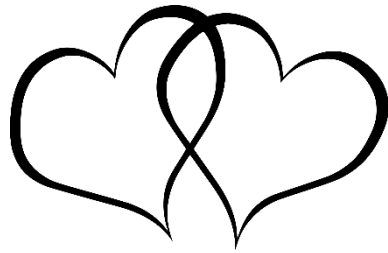




THE TOWN OF INGERSOLL

CIVIL MARRIAGE  
PACKAGE





## Civil Wedding Ceremony Fees & Guidelines

- 1) Civil marriage ceremonies may be conducted by the Clerk, or an authorised deputy. Ceremonies may be performed in the:  
Town Centre Council Chambers  
130 Oxford Street  
Ingersoll,  
Monday through Friday from 9:00 am to 4:00 pm (holidays excluded)  
Cost is a fee of \$250.00 + HST.
  
- 2) Fees are to be paid in full to the Town of Ingersoll by cash, cheque or debit a minimum of five (5) business days prior to the ceremony date. In addition, other deposits or fees may apply:
  - A \$50.00 non-refundable deposit is required at the time of scheduling a ceremony.
  - A \$20.00 + HST per employee witness fee if no witnesses are provided by the applicants. Prior knowledge of the need for staff witness is required when booking.
  - No other gratuities required.
  
- 3) A request for a ceremony should be received at least five days prior to the date of the ceremony; special circumstances may permit ceremonies to be held with less notice at the discretion of the Clerk or Deputy Clerk, however no same day wedding will be conducted.
  
- 4) A pre-ceremony consultation meeting with both applicants (approximately 30 minutes) is mandatory a minimum of 5 days prior to the day of the wedding;
  - Both applicants must be in attendance and provide photo identification;
  - To be scheduled a minimum of five business days prior to the ceremony unless changed at the discretion of the Officiant;
  - Fees to be paid in full;
  - Ceremony information form to be completed;
  - Marriage License to be presented and left with the Officiant (date issued to be within three (3) months prior ceremony) at the pre-ceremony consultation.
  
- 5) Changes to date and/or time are allowed at no additional charge provided that an Officiant is available on the newly requested date. The \$50.00 non-refundable deposit will be charged if the ceremony is cancelled prior to the scheduled date. No refund will be issued if the ceremony is cancelled the day of the ceremony, or the applicant(s) and witnesses do not show up for the ceremony.
  
- 6) Depending on the ceremony, it can take between 5 to 20 minutes. Plan to arrive approx. 10 minutes prior to the ceremony to allow time to review any final details. Please be mindful and tell any guests that the ceremony must start on time.

- 7) Alcohol or stimulants are not to be used by the celebrants or their witnesses prior to the ceremony. If the Officiant believes that alcohol or other stimulants have been used, the ceremony will not proceed.
- 8) Music may be permitted during the ceremony (applicants to provide their own equipment and music). When selecting the type of music consideration should be given to its appropriateness and contribution to the dignity of the occasion.
- 9) It is the applicants' responsibility to provide an interpreter if either applicants do not speak English and/or require language assistance. The interpreter cannot be one of the witnesses. The interpreter will be required to sign a form that he/she has interpreted the wedding ceremony as per requirements.
- 10) Absolutely no confetti, rice, bird seed etc. is allowed in the Town Centre or on the grounds of the municipal offices or property. Couples may be charged with the cost of cleanup should any be found.
- 11) There is no minimum age requirement for a witness, however, it is suggested they should be at least sixteen years of age to be able to understand and appreciate what is taking place and if necessary, give evidence of such at a later date, if required.
- 12) If personal vows are to be made, they are to be reviewed by the Officiant at least five (5) days prior to the ceremony. It would be appreciated if a written copy of the personal vows is brought to the pre-ceremony meeting, or an electronic version is emailed to the Officiant prior to the pre-ceremony consultation. The Officiant can keep these vows in confidence if requested.
- 13) The Officiant is only responsible for performing the ceremony and therefore not responsible for other activities for the ceremony (i.e. photography, wedding planning, and organizing).

## Civil Marriage Ceremony Form

I have read the above guidelines and agree that Michael Graves, Paula Toft, or Danielle Richard will conduct a civil marriage solemnization service at the Town Hall in the Council Chambers on:

### **CEREMONY**

---

Date of Ceremony: \_\_\_\_\_ Time of Ceremony: \_\_\_\_\_

### **APPLICANTS**

---

Applicant # 1 Name: \_\_\_\_\_  
(Please print clearly)

Applicant # 1 Signature: \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant # 2 Name: \_\_\_\_\_  
(Please print clearly)

Applicant # 2 Signature: \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail: \_\_\_\_\_

### **WITNESSES**

---

Witness #1 Name: \_\_\_\_\_  
(Please print clearly)

Address: \_\_\_\_\_

Witness # 2 Name: \_\_\_\_\_  
(Please print clearly)

Address: \_\_\_\_\_

---

### **FOR OFFICE USE ONLY:**

Marriage Licence Number: : \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Note: Marriage licences are valid for 3 months only.**

Deposit Received: \$  Witnesses needed: N or Y - 1 or 2  \$

Fees paid: Full: \$  Partial: \$  Balance due: \$

Method of Payment : Cash \_\_\_\_\_ Debit \_\_\_\_\_

**Choices:** legal declaration: \_\_\_\_\_ Vows: \_\_\_\_\_ Ring exchange: \_\_\_\_\_

---





The Town Centre, 130 Oxford Street, 2nd Floor  
Ingersoll, ON N5C 2V5  
519-485-0120

## **Issuance of Marriage Licence**

Please review the following information when completing your Marriage Licence Application form. If you have any questions, please call the Clerk's Office at 519-485-0120 or by e-mail at [clerks@ingersoll.ca](mailto:clerks@ingersoll.ca)

- The cost of a Marriage License is \$110.00 (Cash, Debit accepted)
- You must be 18 years of age or over to marry
- A Marriage Licence may be issued the same day the application is brought into the Clerk's Office (provided all requirements are met by the applicants). Please allow approximately ½ hour for processing. Marriage applications will be accepted until 4 p.m. during regular business hours (Mon-Fri. 8:30-4:30)
- Only one applicant is required to submit the Marriage Application provided that the proper documentation is presented for both applicants, including: a Birth Certificate and or Pass Port , along with one government issued photo
- A Marriage License expires three (3) months after the date of issue
- Marriage Licenses are issued at: Town of Ingersoll, 130 Oxford Street, 2nd Floor, Ingersoll, Ontario. N5C 2V5 (485-0120)
- If a divorce has occurred within Canada, we require the original or a Certified copy of the 'Certificate of Divorce' or 'Decree Absolute". Photocopies are not acceptable.

- Out-of-country divorces: If you were divorced outside of Canada, you will need to provide certain documents to prove that you are no longer married. The government needs to validate these documents. This process can take up to 4 weeks.

You will need to send the following documents to ServiceOntario:

- **marriage licence application form**: completed and signed
- **statement of sole responsibility**: for each divorce (signed by both people who are planning to get married and a witness)
- **legal opinion letter**: from an Ontario lawyer, addressed to both people who plan to get married, giving reasons why the divorce or annulment should be recognized in Ontario
- **divorce decree or annulment**: an original or court-certified copy in English or French. If the decree is in another language, you will need to include a translated copy and an affidavit sworn by a certified translator

Note: Completed Foreign Divorce Authorizations are sent to applicants by courier. It is important that your full mailing address including suite/unit/apartment and buzzer number is included on the marriage licence application form, or the courier package cannot be delivered and returned to ServiceOntario.





### **Legal Wording Requirements for Civil Ceremony**

The only legal requirement for the wording of a marriage ceremony is stated in *Section 10(1) of [The Marriage Act](#)* is that in some part of the ceremony, in the presence of the justice or marriage commissioner who is solemnizing the marriage and the witnesses,

- (i) each of the parties shall declare: "I do solemnly declare that I do not know of any lawful impediment why I \_\_\_\_\_.(full name of the party), may not be joined in matrimony to \_\_\_\_\_ (full name of the other party)"; and
- (ii) each of the parties shall say to the other "I call on those persons present to witness that I, \_\_\_\_\_,(full name of the party) do take you, \_\_\_\_\_,(full name of the other party) to be my lawful wedded "husband", "wife" or "spouse" (as the parties may prefer) ";and
- (iii) after the declarations and statements required have been made, the justice or marriage commissioner solemnizing the marriage shall say:

"I, \_\_\_\_\_, (full name of the justice or the marriage commissioner), by virtue of the powers vested in me by the Marriage Act, do hereby pronounce you \_\_\_\_\_(full name of the party and \_\_\_\_\_ (full name of the other party)) to be "husband and wife", "married spouses" (as the parties may prefer)."

No other particular form of ceremony is required.



**Civil Wedding Basic Ceremony Sample**  
**(Legal Requirements Only, No Rings)**

We are gathered here on this day to witness and celebrate the marriage of (Name) and (Name).

LEGAL DECLARATION

(Full Name), do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to (Full Name)."

Respond: I do.

(Full Name), do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to (Full Name)."

Respond: I do.

EXCHANGE OF VOWS

(Name) please repeat after me:

I, (Name), take you (Name), to be my lawful wedded (wife/husband/partner),

(Name) please repeat after me:

I, (Name), take you (Name), to be my lawful wedded (wife/husband/partner),

DECLARATION OF MARRIAGE

I, (Name of Officiant), by virtue of the powers vested in me by the Marriage Act of Ontario; do hereby pronounce you (Name) and (Name) to be legally married. Congratulations!

(Signing of the Marriage Licence and Register)



One of the benefits of having a civil ceremony is that it can be tailored to suit your vision for your wedding. These options are open to you. You may also wish to include readings, poems, music. The options are endless. This is your day, feel free to keep it as simple or make it as personal as you envisioned your day to be.

### **WEDDING CEREMONY WITH OPTIONS**

#### **OFFICIANTS OPENING REMARKS**

(Name) and (Name), do you, with your family and friends as your witnesses, present yourselves willingly and of your own accord to be joined in marriage?

Both Respond "We do."

#### **LEGAL DECLARATION**

---

#### **(Choose an option)**

- 1) Officiant to ask each party:

(Full Name), do you solemnly declare that you do not know of any lawful impediment why you may not be joined in matrimony to (Full Name)."  
Respond: I do

Or

- 2) Officiant to ask each person: Please make your declaration by repeating:

I declare that I know of no legal reason why I (Full Name) may not be joined in marriage to (Full Name).

Or

- 3) Officiant to ask each person

Are you (Full Name), free lawfully to marry (Full Name)?

Response is: "I am."

## EXCHANGE OF VOWS

---

You may both choose one or may each make a different choice from this selection. Alternatively you may choose to write your own personal vows to each other

- 1) You may write your own personal vows.

**Or**

- 2) Please repeat after me:

"I call upon these persons / here present to witness that / I (Name) do take you (Name) / to be my lawful wedded (husband/wife/spouse); / to laugh with you in joy / to grieve with you in sorrow / to encourage when in doubt / to grow with you in love / to be faithful to you alone / as long as we both shall live."

**Or**

- 3) Do you, (Name) take, (Name) to be your partner for life? Do you promise to walk by (her/his) side forever, and to love, help, and encourage (her/him) in all that (she/he) does? Do you promise to take time to talk with (her/him), to listen to (her/him), and to care for (her/him)? Will you share (her/his) laughter, and (her/his) tears, as (her/his) partner, lover, and best friend? (Name) do you in front of these witnesses take (Name) as your lawfully wedded (wife, husband/partner) for now and forevermore?

"I do"

**Or**

- 4) Please repeat after me:

I, (Name), take you (Name), to be my lawful wedded (wife/husband/partner), / to have and to hold / from this day forward, / for better or for worse, / for richer, for poorer, / in sickness and in health, / to love and to cherish; / for as long as we both shall live.

Or

- 5) I, (Name), take you (Name), to be my lawful wedded (husband/wife/spouse) , my constant friend, my faithful partner and my love from this day forward. In the presence of witnesses, our family and friends , I offer you my solemn vow to be your faithful partner; in sickness and in health, in good times and in bad, and in joy as well as in sorrow. I promise to love you unconditionally, to support you in your goals, to honor and respect you, to laugh with you and cry with you, and to cherish you for as long as we both shall live.

Or

- 6) I (Name), take you (Name) to be my lawful wedded (husband/wife/spouse), my partner in life and my one true love. I will cherish our union and love you more each day than I did the day before. I will trust you and respect you, laugh with you and cry with you, loving you faithfully through good times and bad, regardless of the obstacles we may face together. I give you my hand, my heart, and my love, from this day forward for as long as we both shall live.

Or

- 7) I, (Name), take you (Name), to be my lawful wedded (husband/wife/partner), loving what I know of you, and trusting what I do not yet know. I eagerly anticipate the chance to grow together, getting to know the (man/woman) you will become, and falling in love a little more every day. I promise to love and cherish you through whatever life may bring us.

## EXCHANGE OF RINGS

---

The Officiant Will Say A Few Words

***You may choose one that you both will say or may each choose your own to say to the other***

1) Create your Own

Or choose one of the following:

2) "This ring is a symbol of my growing love for you. Please wear it as a sign to the world that you are my (wife/husband/partner in life). With this ring I thee wed."

Or

3) "I give you this ring /as a symbol of my love / and my lifelong commitment to you./ With this ring I thee wed."

Or

4) "This ring, is my gift to you / it symbolizes my wish / that you be my (wife/husband/partner in life)/ from this day forward. / As this ring has no end / neither shall my love for you. / With this ring I thee wed."

Or

5) "(Name) I love you. / As I place this ring on your finger / I give you all that I am / and ever hope to be."

Or

6) "I call upon these persons here present to witness that I (name) do take you (name) to be by lawful wedded (wife, husband, partner), to laugh with in joy, to cry with in sorrow, to grow with in love, to be faithful to you alone, as long as we both shall live"

Or

7) "I give you this ring as a symbol of my love and faithfulness. / As I place it on your finger, / I commit my heart and soul to you. / I ask you to wear this ring / as a reminder of the vows we have made today."

Or

8) "This Ring is my gift to you/, it is a measure of my love,/ and a sign that from this day forward/ you shall be surrounded by my love. Accept it with "

## CLOSING REMARKS & DECLARATION OF MARRIAGE

---

### Declaration of Marriage & first kiss as a married couple

(Name & Name), you have consented together in matrimony, have pledged your vows to each other, and have exchanged rings as tokens of your love and commitment to each other. I am now happy to announce that I, (Officiant's Name) by virtue of the powers vested in me by the Marriage Act of Ontario; do hereby pronounce you (Full Name and Full Name) to be married.

Congratulations you may seal your vows with your first kiss as (husband and wife/ married couple).

## SIGNING OF THE MARRIAGE LICENCE AND REGISTER

---

At this time, the wedded parties and their witnesses will sign the Official Marriage Register and Marriage Licence. This normally takes a minute or two; consider providing appropriate music during this interval.