



PORT COLBORNE

· LEGISLATIVE SERVICES ·

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 · www.portcolborne.ca

GUIDELINE ON HOW TO BOOK YOUR CEREMONY

Contact the Clerk's Office at least two weeks in advance of your desired date to book and confirm your preferred date and time.

Book an Appointment for a Marriage Licence and the Civil Wedding Ceremony

1. Obtain a Marriage Licence

- A valid Marriage Licence is required and can be obtained from a Municipality in Ontario. The licence is valid for three (3) months from the date of issue.
- The **City of Port Colborne** issues Marriage Licences, Monday – Thursday 9:00am-12noon and 2:00pm–3:00pm and on Friday 9:00am – 12noon.
- Once you have secured your marriage licence from a Municipality, we can proceed to book your Civil Ceremony.

2. Complete the Civil Ceremony Questionnaire - CMCQ

- Complete your Civil Marriage Ceremony Questionnaire and submit at the time of your appointment.
- The Deputy Clerk will contact the applicants approximately one week in advance of your scheduled ceremony, to discuss your vow selection and any details of the ceremony.

3. Pay the Required Fees

- A \$100.00 deposit (non-refundable) must be made in order to secure the date, time and location with one of our Officiants.
- Any remaining balance for the ceremony **must be paid at City Hall** no later than **30 minutes** prior to the start of the ceremony. Provide your receipt of this payment to the Officiant.

4. Witnesses

- The applicants are required to provide two (2) witnesses who will be present at the Civil Marriage Ceremony. The official witnesses must be fourteen (14) years of age or older.

5. Interpreter or Translator

- The applicants are required to provide an interpreter/translator in the event they do not speak English and require language assistance.
- The interpreter cannot be one of the witnesses.
- The interpreter will be required to sign an affidavit. This form is subject to the Commissioner of Oath fee.

To provide an exceptional small-town experience in a big way.