

Ontario Marriage Certificate Application

When complete see page 2 for submission guidelines.

Step 1 - Contact Information - Person applying for certificate

Name: _____ Firm/ Organization: _____
Applicant *Complete only if certificate(s) to be delivered here*

Residential Address: _____ Apt: _____ Buzzer Code: _____
Certificates ordered using the RUSH SERVICE are delivered by courier and need to be signed for by the applicant. You must provide a civic address where available.

City Province/State Country Postal/Zip Code

Telephone Number: (____) _____ Ext: _____ Daytime Number: (____) _____ Ext: _____

Your relationship to either party of the marriage?: Self Parent of either wife/spouse 1 or husband/spouse 2
Child of the marriage

**If all of the next of kin (Spouse, Parent, Sibling, Offspring) are deceased, the extended next of kin (Grandmother, Grandfather, Aunt, Uncle, First Cousin, Nephew, Niece, or Grandchild) may apply.*

Is either wife/spouse 1 or husband/spouse 2 deceased?: Yes No

If either/both parties to the marriage are deceased, please state your relationship to the subject: _____

Email Address: _____

Step 2 - Payment Information - Select certificate type and payment method

No rush service available for delivery outside of Canada, delivery to P.O. Boxes or for search letters. All delivery times quoted are average delivery times, and cannot be guaranteed. All taxes and shipping costs are included.

___ Qty. - * Marriage Certificate	\$65.00 each - 15 to 20 business days
___ Qty. - Marriage Certificate - Rush	\$100.00 each - 5 to 7 business days (Canadian destinations ONLY)
___ Qty. - **Certified Copy of Marriage Registration	\$75.00 each - 15 to 20 business days
___ Qty. - Certified Copy of Marriage Registration - Rush	\$110.00 each - 5 to 7 business days (Canadian destinations ONLY)

** Marriage Certificate (File Size): Contains basic information, such as names, date and place of marriage.*

***Certified Copy of Marriage Registration (Long Form): Contains all information registered on the statement of marriage including signatures.*

*****Search Letter (Provides date of marriage when unknown)** \$65.00 - 6 to 8 weeks (no rush service available)
\$15.00 - extra for each additional 5 year search

*****Search Letter:** *A search confirms that a marriage registration exists. If you do not know the exact date of the marriage choose a year and enter it in the space provided (see Step 4). A search will be conducted for the entire year plus two years before and after, for a total of five years.*
Please Note: *You cannot order a search letter and a marriage certificate at the same time. You may only submit an application for a marriage certificate once you receive the search letter.*

Recent Marriages: A certificate will be issued once the marriage registration is completed. The registration takes approximately 10 weeks from the date of marriage. Rush service is not available for marriages that took place within the last 10 weeks. Please contact the Registrar's Office at 1-800-461-2156 if you do require a certificate for a recent marriage on a rush basis.

Marriages Prior to 1991: Marriage certificate applications where the marriage took place prior to 1991 normally take longer to process. Rush service is not available.

Marriages Prior to 1965: Marriages prior to 1965, may not be in electronic format. When applying for a Marriage certificate for a marriage prior to 1965, it can take up to an extra 6-8 weeks for the registration to be converted into electronic format before processing can be completed. Rush service is not available.

Marriages Over 80 Years Ago: The Province of Ontario retains marriage records for 80 years. If you require a marriage certificate for a marriage that occurred over 80 years ago, please contact Archives of Ontario at 1-800-668-9933.

Delivery Outside Canada: Rush service is not available for delivery outside of Canada.

Credit Card Type:   

Credit Card Number: _____ Exp. Date: _____

Name of Cardholder: _____ Cardholder Email: _____

Type/Print Name
Charge will appear as "Vital Certificate Processing Services" on your credit card statement. Cheques and money orders must be made payable to "Vital Certificates". If paying by **money order or certified cheque**, please mail the completed application along with your payment. Any **application received with a personal cheque** will be held until such time as the cheque clears. Usually 7 to 10 business days.

Vital Certificates (VC) assists in verifying that applications are accurate to avoid delays in processing. VC is not operated, licensed, or affiliated with any government agency.

Step 3 - Details of Marriage

You must enter as much information as possible **for both spouses**. Missing or incorrect information may delay your application and rush service may not be available.

*Date of Marriage: _____
Month Day Year

* Marriage certificate applications for marriages that occurred prior to 1991 normally take longer to process. Rush service is not available.

Place of Marriage: _____, ONTARIO
City/Town

Wife/Spouse 1: _____
First Middle - Must provide full name if known *Last (Before Marriage)

Other Last Names: _____

Place of Birth: _____ Date of Birth: _____
Province/State Country Month Day Year

Husband/Spouse 2: _____
First Middle - Must provide full name if known *Last

Other Last Names: _____

Place of Birth: _____ Date of Birth: _____
Province/State Country Month Day Year

*These must be the names listed on the marriage registration. If either party of the marriage registered the marriage under a former married name, please insert that name here. If you have applied for and received a change of name certificate from the Provincial Government, please insert new name here.

Reason Required: Immigration Divorce Change of Name Pension Benefits
Insurance Estate Settlement Other: _____
Please specify reason

STEP 4 - Search Letter - complete step 4 only if applying for a search

Complete this section **if you do not know** the exact date of the marriage. **You must still complete the other sections.**

I **do not** know the year of marriage. Search 5 consecutive years:

Search additional 5 year periods - \$15.00 for each additional consecutive 5 year period searched.

Please Note: You must fill out a separate application for a marriage certificate AFTER you receive the search letter.

Step 5 - Submit Application

By submitting this application you are authorizing Vital Certificates to request a certificate of marriage on your behalf. Your certificate will be sent to you directly from the Ontario Office of the Registrar General.

Please return your completed application to us by one of the following methods:

- Scan & Email: ontario@vitalcertificates.ca • or Toll-Free Fax: 1.866.265.6300
- or Regular Mail

Vital Certificates
79-622 Front Street, Nelson, BC V1L 4B7
Toll-Free Phone: 1.866.828.9680

vital
CERTIFICATES | birth
death
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marriage