

PROCEDURES FOR SOLEMNIZATION AND REGISTRATION OF MARRIAGES BY CLERGY IN ALBERTA

The solemnization of a marriage in Alberta by a member of the clergy requires that the clergy:

- be in possession of a valid Alberta Registration of Clergy Certificate (DVS 3063) which authorizes the solemnization of marriages in Alberta;
- be provided with a valid Alberta marriage licence/registration of marriage form (from the couple) prior to the marriage ceremony. (No banns permitted in lieu of a marriage licence. A marriage licence is valid for three months from the date of issue, with no waiting period);
- conduct a marriage ceremony according to the rites and usages of the religious body to which they belong;
- uphold the dignity and sanctity of the solemn nature of the marriage ceremony;
- provide the couple with a signed proof of marriage document; and
- forward a completed Registration of Marriage (DVS 3215A) form to Vital Statistics within two days of the ceremony for the purpose of legal registration of the event. (*See more information on registration procedures on page 3.*)

REGISTRATION OF CLERGY CERTIFICATE

This certificate is a (numbered) registration issued by Vital Statistics to the clergy of a recognized religious body that is authorized by the Alberta government to register their eligible clergy to solemnize and register marriages in the Province of Alberta.

Vital Statistics issues the certificate upon request from the governing authority of a recognized religious body.

The registration of clergy certification number is shown on your certificate. This certificate number **MUST** be noted on all registrations for marriages performed by that clergy (under "Officiant's Certification No.").

Vital Statistics maintains records of all officiants registered or appointed to perform and register marriages in Alberta. To keep records current, it is important that clergy notify the governing authority of their organization, or Vital Statistics, of any changes to their name, address, other contact information, or status within their organization.

Permanent Registration

The permanent registration of clergy certificate is a permanent/one-time issued document that is valid until the clergy:

- retires or resigns;
- moves from Alberta;
- transfers to another religious organization; and/or
- ceases to be recognized by the religious organization as entitled to solemnize marriages.

Temporary Registration

The temporary registration of clergy certificate is a document that is valid only for a specified period of time as shown on the registration certificate (e.g., one day, one month, etc.).

This temporary registration is normally issued to clergy who do not reside in Alberta and are only in Alberta to perform a specific marriage. A temporary registration must be requested by the governing authority of a recognized religious body and can be valid for one day or for a longer period up to a maximum of one year.

REQUIREMENTS FOR MARRIAGE

CLERGY

The clergy must be registered with Alberta Vital Statistics to legally solemnize marriages under Alberta's *Marriage Act*. The Alberta registration is only valid to perform marriages in Alberta.

WITNESSES

No marriage can be solemnized without the physical presence of both parties to the marriage and two adult witnesses (18 years of age or older). The witnesses cannot be cognitively impaired, must be fluent in the languages being spoken at the wedding ceremony and fully understand the English documents they have to sign. The clergy performing the marriage ceremony cannot act as a witness.

MARRIAGE CEREMONY

The clergy is authorized to conduct a marriage ceremony according to the rites and usages of the religious body to which they belong.

No person shall solemnize a marriage when the person knows or has reason to believe that either of the parties to the marriage is, at the time of the solemnization, under the influence of alcohol or drugs.

ALBERTA MARRIAGE LICENCE/REGISTRATION (DVS 3215A)

No person can be married in Alberta without a valid marriage licence that was issued by an Alberta Marriage Licence Issuer.

The couple being married must both apply personally for their marriage licence to any registry agent in Alberta. A list of registry agents in Alberta is available by searching the city or town on the Service Alberta website at <http://servicealberta.ca/find-a-registry-agent.cfm>; or by calling the Service Alberta Call Centre at (780) 427-7013. Persons calling long distance and within Alberta may call toll-free by dialing 310-0000 and then (780) 427-7013.

The couple will be issued a system-generated 2-part document, commonly referred to as a marriage licence. The top part is a Registration of Marriage and the bottom part is the Marriage Licence (sample attached). Prior to the wedding, the couple must provide this registration of marriage and marriage licence to the person who is performing their marriage. **NO PERSON CAN PERFORM A MARRIAGE WHEN A VALID MARRIAGE LICENCE HAS NOT BEEN PROVIDED.**

A marriage licence is valid for three months from the date it is issued. There is no waiting period. An Alberta marriage licence is only valid for an Alberta marriage – the wedding must take place in Alberta.

The clergy is to detach the marriage licence portion of this form (bottom part of the document) and retain it for their records. We recommend that it be retained in the clergy's files for one year before it is destroyed. The licence is not to be returned to the couple.

The registration of marriage is a legal document and is the permanent official record of the marriage. Copies of this document ARE NOT to be made for your files or for any other person, including the couple being married.

The marriage licence/registrations are system-generated by the registry agent based on information given to them by the couple. We recommend that if the clergy is meeting with the couple prior to their applying for the marriage licence, they be advised to have complete and accurate information with them when making application (e.g., full names and birthplaces for themselves and their parents). When the marriage licence is issued, have the couple review the registration of marriage and marriage licence document very closely for errors before they leave the registry agent office. Always have errors corrected immediately.

- before the ceremony takes place, errors may be corrected by a registry agent
- after the ceremony takes place, errors must be corrected by an amendment through Vital Statistics.

The information that is entered by the agent will be on Vital Statistics' main database and any certificates that the couple may request at a later time will contain information from that database.

Upon conclusion of the marriage ceremony, the newly married couple is required to sign the registration (in their normal handwritten signatures on Sections 10 and 24 on the Registration of Marriage). Note: They should be signing this registration in their name as it is shown on the registration and not in a name either of them intends to assume after marriage.

Two adult witnesses to the marriage are also required to sign the registration. Their full printed names, complete mailing addresses, telephone numbers and signatures are required. (Sections 11, 12, 13, 14 and 25, 26, 27 and 28 on the Registration of Marriage).

The clergy must complete the registration showing the date of the marriage, the place of marriage (City/Town/Village/Hamlet) and the name of the church or address where the marriage was held. (Sections 30, 31 and 32 on the Registration

of Marriage). If the 'Place of Marriage' is a rural location, you must indicate the nearest City/Town/Village/Hamlet. A County or Municipal District is never an acceptable place of marriage as it contains several towns and villages.

The clergy performing the marriage must also complete the registration with their printed name, their certification number (from their certificate of registration of clergy), the type of officiant (Clergy), their Religious Denomination (which is the religious body you are appointed by) and their signature. (Sections 33, 34, 35 and 36 on the Registration of Marriage).

Note: The section in the top right-hand corner and the Registrar's Certification (Section 37) are for OFFICE USE ONLY and not to be completed by the clergy.

All information and signatures collected by the clergy should be clearly written and in **black ink only** (for microfilm/imaging purposes).

If there is an error made on the Registration of Marriage in one of the sections that the clergy is responsible to have completed, please correct it by drawing a single line through the incorrect information and writing the correct information above, below or where it suitably fits and initialling the change.

Note: Never use white-out or correction fluid on a Registration of Marriage. Marriage records are legal documents with a permanent retention that will exist forever. At some point all records will be housed at the Provincial Archives. Over time, the white-out will flake off of the original documents.

Within 48 hours of the marriage ceremony, the clergy is responsible to forward the completed Registration of Marriage (with the licence portion detached) to:

**Vital Statistics
Box 2023
Edmonton AB T5J 4W7**

All registrations submitted are to be the original documents bearing original signatures. Vital Statistics cannot register an event from a registration that contains photocopied (or faxed) signatures.

As an alternative to submitting the completed registration direct to Vital Statistics, the clergy has the option of taking the registration to a registry agent to complete the registration process. This may be done when there is an emergency and the couple requires that their marriage be registered within a restricted time frame. The registry agent can charge additional fees for this service; therefore, it would be the clergy's responsibility to collect the appropriate amount from the couple.

Note – It is the responsibility of the clergy to submit the registration in order for the marriage to be registered. Under NO circumstances is the

completed registration to be given to the couple, or to any other person, to register.

PROOF OF MARRIAGE DOCUMENT

Section 11 of the *Marriage Act* requires the person who solemnizes a marriage to give the wedding parties a signed proof of marriage document specifying the names of the parties, the date and place of the marriage and the names of the witnesses.

This proof of marriage document cannot be a copy of the couple's marriage registration. The proof of marriage document is to be supplied by the person performing the marriage and is not an official government certificate.

APPLICATION FOR MARRIAGE CERTIFICATES & DOCUMENTS

If the couple being married requires a government issued marriage certificate or document, they must apply to a registry agent. Government issued marriage certificates are not automatically sent to the couple.

- For information on obtaining a marriage certificate or document, visit the Service Alberta website at <http://www.servicealberta.ca/marriage-certificates-documents.cfm>
- A list of registry agents in Alberta is available by searching the city or town on the Service Alberta website at <http://www.servicealberta.ca/find-a-registry-agent.cfm>
- General telephone enquiries can be made by calling the Service Alberta Call Centre at (780) 427-7013. Persons calling long distance and within Alberta may call toll-free by dialing 310-0000 and then (780) 427-7013.

MARRIAGE REGISTER

There is no legislative requirement that a clergy, church or religious organization has to maintain a register of events (e.g. marriages, baptisms, funerals). It is however suggested that the church should maintain some form of register that records all marriages that take place in that establishment. The record/register book should show at least the names of the couple being married, the names of the two witnesses, the date and place of the marriage and the name of the person who performed the marriage.

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If you have any concerns or questions regarding any Vital Statistics information, please call Vital Statistics at (780) 427-7013. Persons calling long distance and within Alberta may call toll-free by dialing 310-0000 and then (780) 427-7013.

This information is collected in accordance with the Marriage Act and Regulation. It is required by Vital Statistics to register the event and may be used for statistical and genealogical purposes or deriving joint provincial and federal programs. Collection is authorized under s. 33(2) and (3) of the Freedom of Information and Protection of Privacy Act. Questions about the collection can be directed to Vital Statistics @ Box 2023, Edmonton, AB T5J 0R7 or 780-427-7013 ext 310-0000 within Alberta.

Registration Number	Pre-Registration Number 1062329
Amendment Number	Service Request Number 12221-1

- The marriage ceremony cannot take place unless both the Registration (top) and Licence (bottom) sections of this form are presented to the marriage officiant.
- This is a permanent legal record, certificates and documents are produced using the information provided below in accordance with legislation.
- Do not sign this registration before the marriage ceremony.

Registration of Marriage

Parties to the Marriage			
1. Spouse 1 - Last Name and all Given Name(s) Reid, Simon		15. Spouse 2 - Last Name and all Given Name(s) Black, Samantha	
2. Marital Status <input checked="" type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	3. Sex <input checked="" type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X	4. Date of Birth August 8, 1985	16. Marital Status <input checked="" type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced
5. Place of Birth Edmonton Alberta		17. Sex <input type="checkbox"/> M <input checked="" type="checkbox"/> F <input type="checkbox"/> X	
6. Mother/Parent's Legal Last Name* and Given Name(s) Book, [Name]		18. Date of Birth January 1, 1985	
7. Place of Birth Vancouver British Columbia		19. Place of Birth Hinton Alberta	
8. Father's Legal Last Name* and Given Name(s) Reid, [Name]		20. Mother/Parent's Legal Last Name* and Given Name(s) White, Maria	
9. Place of Birth Toronto		21. Place of Birth Unknown	
10. Signature of Spouse 1 X		22. Signature of Spouse 2 X	
* Applies to those who were adopted or whose birth certificate or change of name certificate was issued after they were adopted, the date of adoption.			
Witness Information			
11. Name of Witness		25. Name of Witness	
12. Complete Mailing Address of Witness <i>Suite No./Street/PO Box City/Town/Village/Hamlet Province/State Country Postal/Zip Code</i>		26. Complete Mailing Address of Witness <i>Suite No./Street/PO Box City/Town/Village/Hamlet Province/State Country Postal/Zip Code</i>	
13. Signature of Witness X		14. Telephone Number	
27. Signature of Witness		28. Telephone Number	
29. Marriage Licence Number L0000247453-2018 . Alberta			
30. Name of Church or Address Where Marriage was Held			
31. Type of Officiant <input type="checkbox"/> Marriage Commissioner <input type="checkbox"/> Clergy - Religious Denomination		32. Officiant Certification Number	
33. I certify that I performed the marriage ceremony of the couple named above at the place and on the date stated.			
Signature of Officiant 8 1/2" x 14" paper			
34. I CERTIFY this registration was accepted by me at [City/Town/Village/Hamlet] , Alberta, on [Date (month by name, day, year)]			
Signature of Registrar X			
35. Vital Statistics Notes:			

OV83215A (201806)

Marriage Licence is to be detached and retained by Marriage Officiant

<p>This marriage licence may only be used in Alberta on or before October 9, 2018</p>	<p>Application for Marriage Licence having duly been made, Simon Reid and Samantha Black have decided to be married and wish to solemnize their marriage by a person authorized to perform marriages in the Province of Alberta.</p>	<p>Marriage Licence</p>
	<p>Date of Issue July 10, 2018</p> <p>Signature of Marriage Licence Issuer or Deputy X</p>	<p>Place of Issue</p> <p>Name of Registry Agent Vital Statistics, Inventories</p> <p>MLI Number 123-456-789</p> <p>Name of Marriage Licence Issuer Mary Mary Guffe Cozary</p>

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