

PROCEDURE 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 (REG 3063) which authorizes the solemnization of marriages in Alberta;
- be provided with a valid Alberta marriage licence/registration 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);
- provide the couple with a proof of marriage document; and
- forward a completed Registration of Marriage (REG 3215) 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 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 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 (i.e., 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 six months.

REQUIREMENTS FOR MARRIAGE

CLERGY

The clergy must be registered to legally solemnize marriages under Alberta's *Marriage Act*.

WITNESSES

No marriage can be solemnized without the presence of both parties to the marriage and at least two adult witnesses (18 years of age or older). The clergy performing the marriage cannot act as a witness.

ALBERTA MARRIAGE LICENCE/REGISTRATION (REG 3215)

No person can be married in Alberta without a 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. To obtain the name of a registry agent please refer to your local telephone directory or call (780) 427-7013 (Edmonton). Persons calling long distance and within Alberta may call toll-free by dialing 310-0000 and then (780) 427-7013.

A marriage licence is valid for three months from the date it is issued. There is no waiting period. The licence is valid only for marriages to take place in the Province of Alberta.

The couple will be issued a system-generated marriage licence and registration, combined on one form (sample attached). Prior to the wedding, the couple must provide this marriage licence/registration to the person who is performing their marriage. **NO PERSON CAN PERFORM A MARRIAGE WHEN A VALID MARRIAGE LICENCE HAS NOT BEEN PROVIDED.**

The person performing the marriage is to detach the marriage licence portion of this form (bottom of document) and retain for their record. We recommend that it be retained on 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 file or to be given to 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 (i.e., full names and birthplaces for themselves and their parents).

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). (Sections 10 and 27 on the marriage registration.) Note: The bride should be signing this registration in her name as it is shown on the registration and not in the name she plans to assume after marriage.

Two adult witnesses to the marriage are also required to sign the registration. Their full printed names, addresses and signatures are required. (Sections 11, 12, 13 and 28, 29 and 30 on the marriage registration.)

The marriage officiant must complete the form showing the date of the marriage, the place of marriage (city/town/village) and the name of the venue or address where the marriage was held. (Sections 15, 16 and 17 on the marriage registration.)

The officiant performing the marriage must also complete the form with their printed name, their certification number (from the certificate of registration of clergy), the name of the religious denomination they are registered with, type of officiant (clergy) and their signature. (Sections 31 and 32 on the marriage registration.)

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

All information and signatures collected at this time should be clearly written and in black ink (for microfilm/imaging purposes).

Within 48 hours of the marriage ceremony, the clergy is to forward the completed marriage registration (with the licence portion detached) to Vital Statistics for registration. Vital Statistics supplies self-addressed, postage-paid envelopes to the clergy for this purpose. 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 private 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 register the marriage. Under NO circumstances is the completed registration to be given to the couple, or to any other person, to register.

PROOF OF MARRIAGE DOCUMENT

In addition to registering the marriage, the Alberta *Marriage Act* requires that every person solemnizing a marriage shall give the parties to the marriage a signed proof of marriage document specifying the names of the parties, the date and place of marriage and the names of the witnesses. This document is to be supplied by the person performing the marriage and is not an official government certificate.

The couple can apply to a private registry agent for official government marriage certificates.

MARRIAGE REGISTER

Every church that is performing marriages should maintain a register book recording all marriages that take place in that establishment. The record/register book should show the names of the bride and groom, the names of the two witnesses, the date and place of the marriage and the name of the person who performed the marriage.

APPLICATION FOR MARRIAGE CERTIFICATES

If the couple being married requires legal confirmation of their marriage, they must apply to a private registry agent for a marriage certificate.

- General telephone enquiries can be made by calling the Government Services 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.
- A full list of registry agents in Alberta is available on the Alberta Government Services Internet site at <http://www.servicealberta.ca/617.cfm>.
- Registry agents are also listed in the Yellow Pages under "License and Registry Services."

CANADA'S CIVIL MARRIAGE ACT

On July 20, 2005 Canada's Civil Marriage Act was proclaimed. This Act changed the definition of marriage for civil purposes. Under the new legislation, marriage is defined as "the lawful union of two persons to the exclusion of all others." As it pertains to religious marriage, the federal legislation affirms our country's Charter of Rights and Freedoms guarantee that religious officials are free to perform or not perform such ceremonies in accordance with the doctrines of their faith.

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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.

**Please do not bend or fold this document.
Type or print clearly in black ink only.**

Registration No.	
Amendment No.	
Service Request No. 5080-1	Pre-Registration No. 181867

- 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 are prepared according to this information and in compliance with legislation.
- Do not sign this registration prior to the marriage.

Registration of Marriage

Groom	
1. Legal Last Name and Full Legal Given Name(s) Jones, Kurt Edwin	
2. Marital Status <input type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Divorced <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
3. Date of Birth Oct 22, 1951	4. Religious Denomination Baptist
5. Place of Birth City/Town/Village Provincial/Country Edmonton, Alberta	
6. Mother's Legal Maiden Last Name and Full Legal Given Name(s) Smith, Cheryl Marie	
7. Place of Birth City/Town/Village Provincial/Country Calgary, Alberta	
8. Father's Legal Last Name and Full Legal Given Name(s) Jones, Allan Mark	
9. Place of Birth City/Town/Village Provincial/Country Edmonton, Alberta	
10. Signature X	
Witness	
11. Full Legal Given Name(s) and Last Name of Witness _____	
12. Complete Mailing Address _____ _____	
13. Signature of Witness X	

Bride	
18. Legal Last Name and Full Legal Given Name(s) Smith, Kennedy Ann	
19. Marital Status <input checked="" type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
20. Date of Birth Mar 26, 1955	21. Religious Denomination Catholic
22. Place of Birth City/Town/Village Provincial/Country St. Albert, Alberta	
23. Mother's Legal Maiden Last Name and Full Legal Given Name(s) Bell, Jean	
24. Place of Birth City/Town/Village Provincial/Country Paisley, Scotland	
25. Father's Legal Last Name and Full Legal Given Name(s) Smith, Kenneth Dale	
26. Place of Birth City/Town/Village Provincial/Country Calgary, Alberta	
27. Signature X	
Witness	
28. Full Legal Given Name(s) and Last Name of Witness _____	
29. Complete Mailing Address _____ _____	
30. Signature of Witness X	

OFFICIANT'S CERTIFICATION

I certify that I performed the marriage ceremony of the couple named above at the place and on the date stated.

14. Marriage Licence No. L0000000668-2006
15. Date of Marriage (month by name, day, year) ▶
16. Place of Marriage (City/ Town/ Village) ▶ _____, ALBERTA
17. Name of church or address where marriage was held ▶ _____
Registrar's Certification
I certify this registration was accepted by me on _____ at _____, Alberta. X Signature of District Registrar

31. Name of Officiant (print) _____
32. Officiant's Certification No. Religious Denomination
<input type="checkbox"/> MC <input checked="" type="checkbox"/> Clergy X Signature of Officiant
Notations - For Vital Statistics Use Only
<small>This information is being collected for the purposes of Vital Statistics records in accordance with the Vital Statistics Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Alberta Registries, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.</small>

REG3215 (2005/09)

Marriage Licence is to be detached and retained by Marriage Officiant

<p>Application for a Marriage Licence having duly been made, Kurt Edwin Jones and Kennedy Ann Smith 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><i>This marriage licence may only be used in Alberta on or before September 15, 2006</i></p> <p>Alberta Government Services</p>	<p>Marriage Licence</p> <p>Place of Issue Edmonton</p> <p>Name of Registry Agent Vital Statistics Office</p> <p>MLI Number 123-456-789</p> <p>Name of Marriage Licence Issuer Mary Mary Quite Contrary</p> <p>Date of Issue Licence Number June 15, 2006 L0000000668-2006</p> <p><i>x M. M. Quite Contrary</i> Signature of Marriage Licence Issuer or Deputy</p>
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REG3215 (2005/09)

SAMPLE ONLY - Originals are printed on a 8 1/2 X 14 paper

