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<b>To:</b> Banff Bureau	<b>From:</b>
	<b>Pages:</b> (including this one)
<b>Fax:</b> 403 762 0463	<b>Date:</b>
<b>Re:</b> Marriage License - PDF	<b>CC:</b>

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● **Comments:**

Please find attached an information package regarding obtaining a marriage license in Alberta.

The steps required for obtaining a marriage license begin with the collection of personal information (pages attached). Next, the bride and groom must sign an oath in the presence of a commissioner for oaths (completed in our office before the wedding), then a marriage license is issued (you provide this document to the officiant for use during the ceremony). Lastly, the officiant will forward the information regarding the completed marriage to Edmonton for final registration.

Once the wedding has been officially registered we will order the certificate (style of your choosing) which will be forwarded to you.

In order to communicate with you before the marriage please provide the following:

Daytime Phone #:

Evening Phone #:

Fax #:

E-mail address:

Please attach to your faxed response copies of divorce documents, if this is applicable to your situation.

Should you have any questions, please do not hesitate to contact our office.  
Thank-you.

# Banff Bureau

of Licensing and Registrations Ltd.

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## **Obtaining a Marriage License in Alberta – Information Required**

To assist you in obtaining an Alberta Marriage License we have prepared the following list of required information.

Please fill out the form below and fax back to our office. When you arrive in the area please stop by the office prior to the date of the marriage in order to sign the affidavit and pick up the marriage license (no appointment necessary). Our regular business hours are listed below or if this is not possible special arrangements can be made. Identification must be presented at this time to substantiate the basic information below (Drivers License or Passport are acceptable forms of ID).

Please complete the following information – printing neatly:

### **Partner 1: Sex: Male or Female**

Last Name:
Full Legal Given Names:
ID to be presented at our office (i.e. Passport):
ID Document Number (i.e. Passport #):
For the purposes of your affidavit you may swear or affirm your statement, depending on you religious beliefs, please choose one of the following: <input type="checkbox"/> I, swear... (religious individuals) <input type="checkbox"/> I, affirm... (non religious individuals)
Present Marital Status: <input type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced (complete info below) Divorce Decree or Certificate Granted _____ (City/Province) _____ (Date Granted) _____ (Certificate/Decree #) Please attach a copy of the document

### **Partner 2: Sex: Male or Female**

Last Name:
Full Legal Given Names:
ID to be presented at our office (i.e. Passport):
ID Document Number (i.e. Passport #):
For the purposes of your affidavit you may swear or affirm your statement, depending on you religious beliefs, please choose one of the following: <input type="checkbox"/> I, swear... (religious individuals) <input type="checkbox"/> I, affirm... (non religious individuals)
Present Marital Status: <input type="checkbox"/> Never Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced (complete info below) Divorce Decree or Certificate Granted _____ (City/Province) _____ (Date Granted) _____ (Certificate/Decree #) Please attach a copy of the document

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Wolf & Bear Mall  
Lower Level  
229 Bear Street  
PO Box 459  
Banff AB T1L 1A6  
[email@banffbureau.com](mailto:email@banffbureau.com)

Ph. (403) 762-2177  
Fax: (403) 762-0463  
Mon - Fri 9am - 6pm  
Sat 10am - 2pm  
[www.banffbureau.com](http://www.banffbureau.com)

# Banff Bureau

of Licensing and Registrations Ltd.

Date of Birth: (YYYY/MM/DD)
Age: (if less than 18 – consent required)
Place of Birth: (City/Province/Country)
Religious Denomination:
Address:
Father's Last Name:
Father's Given Name(s):
Father's Place of Birth: (City/Province/Country)
Mother's Maiden Name:
Mother's Given Name(s):
Mother's Place of Birth: (City/Province/Country)

Date of Birth: (YYYY/MM/DD)
Age: (if less than 18 – consent required)
Place of Birth: (City/Province/Country)
Religious Denomination:
Address:
Father's Last Name:
Father's Given Name(s):
Father's Place of Birth: (City/Province/Country)
Mother's Maiden Name:
Mother's Given Name(s):
Mother's Place of Birth: (City/Province/Country)

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## General Information:

Approximate Date of Wedding: \_\_\_\_\_

Wedding Location: \_\_\_\_\_

Name of Officiant: \_\_\_\_\_ (person performing the ceremony)

Wedding Co-ordinator (if any) \_\_\_\_\_

We will visit the office of the Banff Bureau of Licensing and Registration in order to present ID and commission our oaths on

\_\_\_\_\_ (Date and approx time)

The complete cost for obtaining commissioning your oaths, issuing an Alberta marriage license and certificate of marriage is \$125.00 (Cdn)

Please indicate the style of certificate and how you wish to receive the certificate of marriage (this will be generated once the marriage has been registered).

Pick up at our office

Wallet Size

By Mail

Certificate suitable for Framing

By Courier (to the office \$25.00 to your address price will vary with location)

The officiant of the marriage will forward your completed application to Vital Statistics in Edmonton AB for final registration. The certificate of marriage can normally be received 2 months following the date of marriage. Time may vary depending on what method the officiant uses to register the completed marriage license.

## Credit Card Authorization

I hereby authorize the Banff Bureau of Licensing and Registration Ltd. to charge my

Mastercard # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Visa # \_\_\_\_\_ Exp. Date \_\_\_\_\_

the amount of \$ \_\_\_\_\_ (\$125 Cdn + shipping if requested)

\_\_\_\_\_  
Print Name Exactly as it appears on card

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