

	OCC – Request for Marriage Services by the Mayor	Office of the City Clerk
	Request for Marriage Services	

Spouse #1 Information	SECTION 1
Full Name _____	
Date of Birth _____ Place of Birth _____	
Address _____	
Address after wedding (If different) _____	
Phone (work) _____ (cell) _____	
Email _____ Religion _____	
Mother's full name at birth _____	
Mother's birthplace _____	
City/Town	Province
Country	
Father's full name at birth _____	
Father's birthplace _____	
City/Town	Province
Country	

Spouse #2 Information	SECTION 2
Full Name _____	
Date of Birth _____ Place of Birth _____	
Address _____	
Address after wedding (If different) _____	
Phone (work) _____ (cell) _____	
Email _____ Religion _____	
Mother's full name at birth _____	
Mother's birthplace _____	
City/Town	Province
Country	
Father's full name at birth _____	
Father's birthplace _____	
City/Town	Province
Country	

Information about the Event

SECTION 3

Preferred date requested for Marriage _____ Time requested _____

Second date choice requested for Marriage _____ Time requested _____

(Thursday or Friday between 11:00 a.m. and 3:00 p.m. and not confirmed until confirmation email received from City representative. Other date may be noted above and approved but times are allotted during the above noted for wedding services.)

Location Options:

City Hall: Mayor’s Lounge Council Chambers Courtyard

Other location address (additional \$100 fee will apply) _____

Full Name of Witness #1 _____

Address of Witness #1 _____

Full Name of Witness #2 _____

Address of Witness #2 _____

Any additional information

SECTION 4

Please provide any additional information about the event:

Indemnification and Code of Conduct

SECTION 5

Applicants shall agree to save harmless and indemnify the City of St. John’s and its elected representatives, officers, employees and agents from and against any and all claims, demands, suits, actions, causes of action and/or proceedings that may be brought against or made upon the City and/or its elected representatives, officers, employees or agents by any person arising out of matters in any way related to any act, failure to act or otherwise of the applicant and/or its employees, officers, servants, volunteers and agents in respect of, or pertaining to the marriage ceremony or the City’s administration of the ceremony requirements.

Applicants shall release, waive, and forever discharge the City and its elected representatives, officers, employees and agents from all liability to itself and its heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or damage to property for which the City may be responsible in respect of the conduct of the marriage ceremony.

Applicants shall agree to abide by the following Code of Conduct:

- Applicants and their guests shall refrain from smoking (including tobacco, marijuana, vapes) or drinking alcohol while on City premises.
- Applicants and their guests shall refrain from behavior with potential to harm oneself, others, or property.

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and the Marriage Act and is needed to process your request for wedding services from the Mayor. The information collected will be used to aid the Mayor's Office in filling out the required forms from Vital Statistics on your behalf and will not be shared or used for any other purpose. The form and all of its information contained therein will be destroyed once the required wedding documents are complete. Further questions about the collection and use of the information may be directed to the Mayor's Office, by telephone: 709-576-8207 or email: mayor@stjohns.ca.

Spouses shall sign below to indicate their acceptance of the above conditions.

Spouse #1

Date

Spouse #2

Date

Please send completed form to:

By Mail
Office of the City Clerk
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2
Email: mayor@stjohns.ca

Or hand deliver to:

City of St. John's
Office of the City Clerk
Fourth Floor, City Hall
Office Hours: 9:00 a.m. – 4:30 p.m.
Tel: (709) 576-8207