



MA - APPLICATION FOR PEI MARRIAGE COMMISSIONER LICENCE

THIS FORM MUST BE PRINTED ON 8.5" X 14" (LEGAL SIZE) PAPER.

VITAL STATISTICS REGISTRY
126 DOUSES ROAD
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Telephone (902) 838-0880 Fax: (902) 838-0883
Toll free in Canada 1-877-320-1253
Email: vsmontague@gov.pe.ca
www.gov.pe.ca/vitalstatistics

PRIVACY STATEMENT: Personal information contained on this form is collected under the authority of the Marriage Act, R.S.P.E.I. 1988, Cap. M-3, Section 8.1, as applicable, to fulfill the requirements for application and appointment of Marriage Commissioner. If you have any questions about the collection or use of this information please contact the Vital Statistics Office toll free at 1-877-320-1253.

Instructions:

- 1. Complete this application form.
2. Attach:

Proof of Canadian Citizenship (Birth Certificate or Passport) or Landed Immigrant status (Permanent Resident Card)
A cover letter of introduction (letter should explain why you are interested in this appointment and why you believe you would be a suitable candidate for this role);
A current resume (maximum 3 pages);
Two letters of reference. These letters must be current and attest to your ability to perform the duties required of a PEI Marriage Commissioner.

- 3. Enclose Fee of \$200 (non-refundable).
4. Mail or Email complete package to: Director of Vital Statistics (address above)

Note: All applications must be received in full on or before April 1st.

Section 1: Applicant Contact Information

Form with fields: FULL NAME, MAILING ADDRESS, CITY AND PROVINCE, POSTAL CODE, HOME TELEPHONE, BUSINESS TELEPHONE, CELL TELEPHONE, EMAIL ADDRESS.

Section 2: Application Requirements

Form with multiple sections: Please specify the nature of your application, Date of Birth, Place of Birth, Are you a Canadian Citizen?, Do you have a valid PEI Driver's Licence?, Are you fluent in English?, Are you fluent in French?, Are you proficient in another language?, Do you have working knowledge of, and access to, the internet?, Are you planning to provide your own facilities?, If no, please explain where you would conduct interviews, meetings, ceremonies., If yes, describe the amenities.

Describe any special features/details you personally have to offer clients for their weddings (e.g. sound system, gazebo, arbor, garden, folding chairs, acreage with park like grounds, etc.)

Are you available evenings and weekends?  Yes  No

What hours and days would you normally be available to provide marriage commissioner services (e.g. meetings, interviews, rehearsals, weddings)? Be specific.

Are there any extended periods of absence that would prevent you from performing marriages (e.g. extended winter vacation, other employment, commitments)?  Yes  No If yes, describe:

Would you be willing to conduct marriage commissioner duties with impartiality and be available to perform all types of weddings (e.g. same sex marriages)?  Yes  No Additional Comments:

What security measures will you take with personal information?

What procedures will you put in place to ensure the information required for the marriage registration is accurate, complete, and received by Vital Statistics in a timely fashion?

Given your understanding of the position at this time, is there anything you would like to disclose that may have an impact on your ability to perform the duties of this role? If so, describe:

Indicate your current work status:  Full time  Part Time  Retired  Retiring (proposed date): \_\_\_\_\_

Occupation/Profession:

Position Occupied:

Number of Years in this Position:

Have you held occupations/positions (past and present) that may contribute to, or influence, your role as a marriage commissioner?  Yes  No  
If yes, list all and provide details:

Have you ever run a home based business?  Yes  No If yes, list and provide details:

What qualities and skills do you possess that would help you perform the role of marriage commissioner?

Describe, in detail, your experience and background in public speaking and making presentations:

List professional associations, organizations and boards of which you are/were a member (add any additional comments):

Describe past and current community, volunteer and charity involvement that has prepared you for the role of Marriage Commissioner?

Have you taken any courses which would better prepare/improve yourself for the role of marriage commissioner?  Yes  No  
 If yes, provide details:

**Section 3: Information publicly available on the Vital Statistics website**

Name:	
Marriage Commissioner Contact Information Telephone: Email: Web: Residence location:	Marriage Commissioner is able to perform services in the following areas of the province and time of day: Kings County <input type="radio"/> Daytime <input type="radio"/> Queens County <input type="radio"/> Evenings <input type="radio"/> Prince County <input type="radio"/> Weekends <input type="radio"/>
Marriage Commissioner is able to provide services in the following language(s): English <input type="radio"/> Yes <input type="radio"/> No French <input type="radio"/> Yes <input type="radio"/> No Other: _____	Marriage Commissioner is able to perform services at their residence: <input type="radio"/> Yes <input type="radio"/> No  If yes, is the location accessible to persons with mobility issues (wheelchair, walker, cane, etc): <input type="radio"/> Yes <input type="radio"/> No
If you wish to be specific about, or clarify, any of the above items (e.g. Residence is in Montague but will perform marriages in Charlottetown only), please elaborate:	

**Section 4: Applicant's Declaration**

I am a Canadian Citizen or Permanent Resident of Canada.  
 I am over the age of 18 years.  
 I do not know of any reasons that are, or may be, perceived as a conflict of interest for me to be a marriage commissioner in P.E.I.  
 I confirm that the information provided in and for this application is true and correct.  
 I understand that should I be approved as a marriage commissioner the appointment is not final until I have participated in the Training Workshop and only after such time would I receive a licence legally authorizing me to perform marriages as a registered marriage commissioner in the Province of Prince Edward Island.  
 I understand the information I disclose in Section 3 of this form will be published on the Vital Statistics website and available to the public.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**Section 5: Payment of Application Fee (\$200)**

Payment Method: CANADIAN FUNDS ONLY

Cash (In person only)   
  Debit Card (In person only)   
  Cheque or Money Order (Payable to: Minister of Finance, Energy & Municipal Affairs)

MasterCard or Visa: I authorize Vital Statistics to charge my credit card: \$ \_\_\_\_\_

Payment \_\_\_\_\_ Expiry: \_\_\_\_\_  
 Credit Card Number \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
 Cardholder's Name (please print) \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Application fee(s) are non refundable. Post dated cheques are not accepted. An additional \$30.00 will be charged for NSF cheques.

Received on: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Training Attended (Date): \_\_\_\_\_ MC Licence # Issued: \_\_\_\_\_