

# Civil Weddings Program

## Fact Sheet

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### Eligibility

To be eligible for appointment as an Administrative Justice of the Peace to preside over single weddings, you must be a resident of Nova Scotia, a judge or clergy, or already be authorized to preside over weddings in the jurisdiction where you reside. If you are authorized in your jurisdiction, documentation showing your registrant ID and expiry date should be attached to your application upon submission.

Appointments and reappointments for Term Administrative Justices of the Peace are at the Minister's discretion. The number of weddings performed by Term Administrative Justices of the Peace will be a factor in determining whether reappointment will be approved. Where complaints have been received by the Program, Term appointments may not be renewed.

### Applications

All application forms must be completed in full and include the following:

- why you are interested in being appointed to preside over a single wedding or reappointed as a term;
- criminal records check;
- a current resume;
- two reference letters; and
- the processing fee.

For single wedding applications, the full names of the parties should also be included on the application form.

Failure to provide all required supporting documentation may delay processing and impact appointment/reappointment.

### Criminal Background Check

A criminal background check is required for each application submitted to the program and should not be older than 6 months upon the date of application.

If you are employed by the Province of Nova Scotia, you are still required to submit a criminal background check with your single wedding application or term reappointment application, as appointment as an Administrative Justice of the Peace is separate and apart from your employment.

### References

References should have known you for at least five years and be able to speak to your character. Family members and parties wed by you should not be used as references.

### Processing Fee

Processing fees are non-refundable, which means that once paid, cannot be returned to the payer under any circumstance, even if appointment or reappointment is cancelled or not approved.

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The program is not currently authorized to receive electronic payments, therefore a cheque or money order (made out to the Minister of Finance) should be mailed to the Program Coordinator at the address included on the application form.

### **Timelines**

All applications for single weddings and renewal of term appointments should be submitted to the Program four months prior to the date of the wedding, or expiry of the term appointment.

Upon receipt of application and processing fee, you can expect to receive a receipt by mail for your payment. Upon the Minister's approval of appointment, you can expect to receive your appointment certificate, registrant ID and training materials from the [civilweddings@novascotia.ca](mailto:civilweddings@novascotia.ca) email, approximately three weeks prior to the date of the single wedding ceremony, or expiry of your current term.

### **Contact Information**

Term Administrative Justices of the Peace are responsible for ensuring their contact information is updated with the Program when any change occurs. Failure to do so may impact receipt of important communications sent by the Program, such as renewal reminders.

### **Social Media**

Please note that the Civil Weddings Program does not have a social media presence and any information relating to Administrative Justices of the Peace placed on social media platforms is not provided, nor reviewed, by the Province of Nova Scotia and therefore, may not be correct information. We encourage you to reach out directly to the Program at [civilweddings@novascotia.ca](mailto:civilweddings@novascotia.ca) should you have questions about the process.