

# CIVIL PARTNERSHIP NOTICE APPLICATION FORM (NORTHERN IRELAND)

## (Section 139 of the Civil Partnership Act 2004)

Must be served on the Registrar at least 28 days before the date of the proposed civil partnership registration.

### A About the proposed Civil Partnership

1. Date of Civil Partnership Registration	Day	Month	Year	This space for Registrar's use only Civil Partnership Notice Reference <hr/> Date Documents returned _____
2. Place of Civil Partnership Registration: (including postcode)				
3. Do you want your Civil Partnership certificate produced in: English <input type="checkbox"/> Irish <input type="checkbox"/> Bi-lingual English/Irish <input type="checkbox"/>				

### B About Yourself

1. Current Forename(s).....		Previous Name(s).....	
Current Surname(s).....		& Surname(s) .....	
2. Present or last occupation:		7. Status (tick box)  <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced/Marriage Annulled <input type="checkbox"/> Civil Partnership Dissolution/Annulment <input type="checkbox"/> Surviving Civil Partner	
3. Retired (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>			
4. Sex (tick box) Male <input type="checkbox"/> Female <input type="checkbox"/>			
5. Date of Birth:	6. Place of Birth:		
8. Country of Residence:		9. Nationality:	
10. Usual Residence and Postcode: _____			
			Postcode
Contact Telephone No: _____		Email Address: _____	

### C About your Father/Parent

1.(a) Current Forename(s) _____	
(b) Current Surname(s) _____	
(c) Previous Name(s) &/Surname(s) _____	
2. Present or last occupation:	
3. Retired (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>	4. Are they still living (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>

### D About your Mother/Parent

1. (a) Current Forename(s) _____	
(b) Current Surname(s) _____	
(c) Previous Name(s) &/Surname(s) _____	
2. Maiden Surname:	
3. Present or last occupation:	
4. Retired (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>	5. Are they still living (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>

### E About the other party to the intended civil partnership registration

1. Forename(s) in full _____
Surname(s) _____
2. Usual Residence and Postcode _____

Please read our privacy notice to see how we use and protect your personal information at [www.finance-ni.gov.uk/publications/nisra-privacy-notice](http://www.finance-ni.gov.uk/publications/nisra-privacy-notice)

## F Documents to be submitted by you with this Notice

<p>1. FOR ALL PERSONS</p> <p>Is your birth/adoption certificate enclosed? <i>(tick box)</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>If you are unable to produce your birth/adoption certificate, state the reason here.</i></p>
<p>2. IF PREVIOUS MARRIAGE OR PREVIOUS CIVIL PARTNERSHIP TERMINATED</p> <p>Is your decree of divorce/annulment or civil partnership dissolution/annulment enclosed? <i>(tick box)</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>The Registrar will require proof of the termination of the earlier marriage/civil partnership. If you are unable to produce the official decree of divorce/annulment or civil partnership dissolution/annulment state the reason for not doing so as this will affect whether or not the registration can proceed.</i></p>
<p>3. IF YOUR PREVIOUS SPOUSE OR CIVIL PARTNER IS DECEASED</p> <p>Is the death certificate of your former spouse/civil partner enclosed? <i>(tick box)</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>The Registrar will require proof of the death. If you are unable to produce a death certificate of your previous spouse/civil partner, state the reason for not doing so.</i></p>
<p>4. NATIONALITY</p> <p>What is your Nationality?</p> <p>Have you enclosed your passport or other document(s) to prove your nationality? <i>(tick box)</i> Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>If for any reason you are unable to enclose documentation to prove nationality please state the reason. If you are a British citizen or an Irish citizen who acquired that citizenship through birth in Northern Ireland, who does not have a passport, your birth certificate may be sufficient.</i></p>

## G DECLARATION

I solemnly declare:-

- (i) that I am the person named at B1;
- (ii) that I and the person named at Part E intend to register as civil partners of each other on the date entered in Part A;
- (iii) that there is no impediment caused by being within the prohibited degrees of relationship, affinity or adoption and that I know of no other legal impediment to our civil partnership registration;
- (iv) that all the particulars and other information given by me on this notice are correct to the best of my knowledge and belief; and
- (v) that each document submitted by me in accordance with Part F of this notice is genuine.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: A person who supplies false information to a Registrar or uses, gives or sends any certificate, document or declaration required for the purposes of this civil partnership notice which is false or has been forged in any way is liable to prosecution.**

# CIVIL PARTNERSHIP IN NORTHERN IRELAND

## GUIDANCE NOTES TO HELP YOU COMPLETE THE CIVIL PARTNERSHIP NOTICE APPLICATION FORM

(These notes are not part of the Notice Form prescribed under the Civil Partnership Act 2004)

If you are planning a civil partnership in Northern Ireland, please read these notes carefully.

### NOTE 1 - ABOUT THE PROPOSED CIVIL PARTNERSHIP. HOW AND WHEN TO GIVE NOTICE.

*To help you complete Section A1.*

Fill in your proposed date of civil partnership at A1. Remember that by law both parties to a proposed civil partnership must submit civil partnership notice forms **to the registrar of the district in which the civil partnership is to be registered**, informing the registrar of their civil partnership. Notice must be given in the twelve month period prior to the date of civil partnership and **NOT LATER THAN 28 DAYS BEFORE THE DATE OF CIVIL PARTNERSHIP**.

**Timing is Important.** You must submit the notices early enough to enable the registrar to be satisfied that you are free to enter into a civil partnership. Normally notices should be with the registrar about eight weeks before the civil partnership but if either of you has been married before, or has entered into a previous civil partnership, the notices should be with the registrar ten weeks beforehand.

**The minimum period is 28 days before the date of the proposed civil partnership, but if you leave things as late as this you could be faced with the need to postpone your civil partnership.** Only in exceptional circumstances will the Registrar General authorise a civil partnership to take place if 28 days' notice has not been given. It is important to make early arrangements for the date and time of your civil partnership. You should make advance arrangements with the registrar. This is particularly important in towns and cities, where large numbers of people require the services of a registrar.

Although you need not both attend personally at the registrar's office to hand in your civil partnership notice, at least one of you must attend there personally before the civil partnership to finalise arrangements with the registrar.

One of you may need to attend personally because the registrar may need further information before the civil partnership can proceed. You should note that if it is not clear from your civil partnership notice form the registrar might ask whether your parents were married. This is to enable registrars to insert your mother's maiden surname appropriately in your civil partnership schedule.

When you give notice you will be required to sign a declaration to the effect that the information given on your notice is correct. Do not delay giving notice simply because you are waiting for any of the documents mentioned at note 7 to come to hand. If time is getting short it is better to give notice first and then pass the documents to the registrar when they become available; but they must be made available to the registrar before the civil partnership can proceed as arranged.

### NOTE 2 - ABOUT THE PROPOSED CIVIL PARTNERSHIP. PLACE OF CIVIL PARTNERSHIP.

*To help you complete Section A2.*

**Each or you must submit a civil partnership notice**, along with the required documents (see overleaf) and the appropriate fee, to **the registrar for the district in which the civil partnership is to be registered**.

You can obtain civil partnership notice forms, and information about cost, from any district registrar. You can get the address of your local registrar from the phone book.

— See under 'Registration' or from our website: [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

**Civil Partnerships** may be registered in the registrars' offices or in places which have been approved by the district councils. A list of approved places in each registration district where civil partnerships may be registered may be obtained from the district registrars. A full list of approved places for Northern Ireland may be obtained from the General Register Office or from our website: [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

### NOTE 3 - CERTIFICATE LANGUAGE

*To help you complete section A3.*

You should use the tick box to indicate the language that you want your civil partnership certificate to be produced in, this can be English, Irish or bi-lingual English/Irish.

If you decide to opt for an Irish or bi-lingual certificate the headings will be shown in Irish or bi-lingual English/Irish with the content, the details regarding the civil partnership, in English.

Please note that once the selection has been made the schedule issued for the civil partnership and all future civil partnership certificates will be produced in this language.

### NOTE 4- ABOUT YOURSELF.

*To help you complete Section B.*

You should enter details of the name by which you are known. If this is not the name as shown on your birth or adoption certificate you may be asked to provide further evidence.

Any two persons, regardless of where they live, may enter into a civil partnership in Northern Ireland provided that:

- both persons are at least 18 years of age on the day of their civil partnership or persons over 16 and under 18 years of age have obtained the necessary consent for civil partnership;

- they are not related to one another in a way which would prevent them forming a civil partnership - if in doubt please consult the local registrar;
- they are unmarried (any person who has already been married must produce documentary evidence that the previous marriage has been ended by death, divorce or annulment);
- they are not part of any other civil partnership (any person who has already been in a civil partnership must produce documentary evidence that the previous civil partnership has ended);
- they are capable of understanding the nature of civil partnerships.

**NOTE 5 – ABOUT YOUR FATHER/PARENT OR MOTHER/PARENT**

**To help you complete Section C & D.**

You should provide details of your father/mother/parent as detailed on your full birth or adoption certificate.

In relation to same sex parents' "parent" is as defined by the Human Fertilisation and Embryology Act 2008. It also relates to same sex adoptive parents. The use of "parent" is confined to these circumstances only and does not, for example, include step-parent.

If your parents were not married to each other or in a civil partnership and your father's name does not appear on your birth certificate, you may provide details of your father on the notice form.

**NOTE 6 – OTHER PARTY TO THE CIVIL PARTNERSHIP.**

**To help you complete Section E.**

Each of you must complete a civil partnership notice to be submitted to the registrar.

**NOTE 7 – DOCUMENTS YOU WILL NEED TO PRODUCE.**

**To help you complete Section F.**

When giving or sending the civil partnership notice forms to the registrar each of you must supply the following documents:

**F1.** The Registrar needs to see documents that prove your age, nationality (also see note F4) and identity. If you were born in the UK, **provide your full birth/ adoption certificate (long version) and passport. If you were born outside the UK, provide the certified copy of your birth/adoption certificate issued by the appropriate authority of that country and your passport or national identity card.**

**F2.** If you have been married or have been in a civil partnership before and the marriage or civil partnership ended in divorce, annulment or dissolution, a certificate of divorce (or certified copy of decree) or legal annulment or decree of dissolution. A decree of divorce must be absolute or final – a decree nisi is not acceptable. If you have been married or have been in a civil partnership more than once, only the document relating to the termination of the most recent marriage or civil partnership is required. If you are unable to produce the official decree of divorce, annulment or dissolution, state the reason for not doing so. The registrar will require proof of the termination of the earlier marriage or civil partnership.

**F3.** If your former spouse or civil partner is deceased the death certificate of your former spouse/civil partner. If you are unable to produce a death certificate of your previous spouse, state the reason for not doing so. The registrar may require proof of the death.

**F4.** You should provide the Registrar with your Passport. If you do not have a Passport, contact the registrar to determine other acceptable documentation.

Authorised copies may be acceptable for the purpose of giving notice, however the registrar must see the original of any of the above documents before a Civil Partnership can take place.

If any document is in a language other than English, you must also provide a certified translation into English.

**NOTE 8 – CIVIL PARTNERSHIP SCHEDULE**

When the registrar is satisfied there is no legal impediment to the civil partnership, he or she will prepare a Civil Partnership Schedule from the information you have given.

The Schedule must be signed by both parties, by the person registering the civil partnership and by the two witnesses.

The Civil Partnership Schedule will be issued in the language that you selected at A3 – English, Irish or bilingual English/Irish. Once the Civil Partnership Schedule has been issued it is not possible to change the language. Certificates issued following registration of the civil partnership will be produced in the language selected.

For a civil partnership you will need to pay the appropriate fee to the registrar.

**NOTE 9**

Be sure to let the registrar know if you change your plans or decide to postpone your civil partnership registration.

For further information contact any local registrar or the General Register Office, Colby House, Stranmillis Court, Belfast, BT9 5RR. **Telephone:** 0300 200 7890 or if outside UK+44 300 200 7890. **E-mail:** [gro\\_nisra@finance-ni.gov.uk](mailto:gro_nisra@finance-ni.gov.uk)

**NOTE:- Forms and documents should be sent to the registrar in the district where the proposed civil partnership is to be formed.**