

# MARRIAGE NOTICE APPLICATION FORM

## (Marriage (Northern Ireland) Order 2003)

Must be served on the Registrar at least 28 days before the date of the intended marriage.

Please read our [privacy notice](http://www.finance-ni.gov.uk/publications/nisra-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)

### A. About the Intended Marriage

1. Date of marriage	Day		Month		Year		This space for Registrar's use only Marriage Notice Reference.  Date document(s) returned
2. Place of Marriage (including postcode)			Denomination/ Belief Organisation				
3. Do you want your marriage 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) Current Surname(s)	Previous Name(s) & Surname Maiden Name
2. Present or last occupation	
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. Status (tick box)    Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced/Marriage Annulled <input type="checkbox"/> Civil Partnership Dissolution/Annulment <input type="checkbox"/> Surviving Civil Partner <input type="checkbox"/>	6. Date of Birth
7. Place of Birth	8. Country of Residence
9. Nationality	
10. Usual Residence & 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 officiant (complete this part if you intend to have a religious marriage)

1. Name, address and religious denomination of the officiant.	Denomination ..... Name of officiant ..... Address .....
2. Signature of that person to indicate that (s)he is willing to act as officiant.	Signature .....

### F. About the officiant (complete this part if you intend to have a belief marriage)

1. Name of the belief organisation and address of belief officiant.	Name of organisation ..... Name of officiant ..... Address .....
2. Signature of that person to indicate that (s)he is willing to act as officiant.	Signature .....

### G. About the other party to the intended marriage

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

## H. 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></p> <p>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 or annulment or order of civil partner dissolution/annulment enclosed? <i>(tick box)</i></p> <p>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></p> <p>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></p> <p>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 has acquired that citizenship through birth in Northern Ireland, who does not have a passport, your birth certificate may be sufficient.</i></p>

## I. DECLARATION

I solemnly declare:-

- (i) that I am the person named at B1;
- (ii) that I and the person named at Part G intend to be married on the date entered in Part A /\*and by the Officiant named at Part E or Part F;
- (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 marriage;
- (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 H 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 marriage notice which is false or has been forged in any way is liable for prosecution.**

*\*delete as appropriate*

# MARRIAGE IN NORTHERN IRELAND

## GUIDANCE NOTES TO HELP YOU COMPLETE THE MARRIAGE NOTICE APPLICATION FORM

(These notes are not part of the Notice Form prescribed under the Marriage (NI) Order 2003)

If you are planning to be married in Northern Ireland, please read these notes carefully.

### **NOTE 1 - ABOUT THE INTENDED MARRIAGE. HOW AND WHEN TO GIVE NOTICE.**

*To help you complete Section A1.*

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

**Timing is important.** You must submit the notices early enough to enable the registrar to be satisfied that you are free to marry one another. Normally notices should be with the registrar about eight weeks before the marriage but if either of you has been married or in a civil partnership before, the notices should be with the registrar ten weeks beforehand. The minimum period is 28 days before the date of the proposed marriage, but if you leave things as late as this you could be faced with the need to postpone your marriage. Only in exceptional circumstances will the Registrar General authorise a marriage 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 marriage. If you are having a **religious** or **belief** ceremony contact the officiant who is to take the ceremony, before completing the notice of marriage. For a registrar led civil marriage make advance arrangements with the registrar. This is particularly important in towns and cities, where large numbers of people want to be married at certain times of the year.

Although you need not both attend personally at the registrar's office to hand in your marriage notice, at least one of you must attend there personally before the marriage. You will need, in the case of a religious/belief marriage, to collect the Marriage Schedule (see 6 below) or, in the case of a registrar led civil marriage, to finalise arrangements with the registrar. One of you may need to attend personally because the registrar may require further information before the marriage can proceed. You should note that if it is not clear from your marriage 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 marriage 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 marriage can proceed as arranged.

Please note in accordance with legislation a list of intended marriages will be placed on public display.

### **NOTE 2 - ABOUT THE INTENDED MARRIAGE. PLACE OF MARRIAGE.**

*To help you complete Section A2.*

**Each of you must submit a marriage notice**, along with the required documents (see below) and the appropriate fee, to the **registrar for the district in which the marriage is to take place.**

You can obtain marriage notice forms, and information about what the marriage will cost, from any registrar of births, deaths and marriages. 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 Marriages** may be solemnised 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 marriages may be solemnised may be obtained from the district registrars. A full list of approved places for Northern Ireland may be obtained on our website. [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

**Religious/Belief Marriages**, by a registered officiant, with the approval of the Religious/Belief Body, may be solemnised anywhere in Northern Ireland. The notice form should be submitted to the registrar of the district in which the marriage is to be solemnised.

### **NOTE 3 - CERTIFICATE LANGUAGE**

*To help you complete section A3.*

You should use the tick box to indicate the language that you want your marriage 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 marriage, in English.

**Please note that once the selection has been made the schedule issued for the marriage and all future marriage 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 marry in Northern Ireland provided there is no legal impediment; namely:

- both persons are at least 18 years of age on the day of their marriage or persons over 16 and under 18 years of age have obtained the necessary consent for marriage;
- they are not related to one another in a way which would prevent their marrying – 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 civil partnership (any person who has already been in a civil partnership must produce documentary evidence that the person's civil partnership has ended);
- they are capable of understanding the nature of a marriage ceremony and of consenting to the marriage.

## **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 - THE OFFICIANT**

**To help you complete Section E and F.**

A religious/belief marriage, may be solemnised only by a registered officiant authorised to do so under the Marriage (Northern Ireland) Order 2003. You should contact an officiant to confirm that s(he) is willing to solemnise your marriage and the officiant should sign one of the notice forms before notice is given to the registrar.

## **NOTE 7 - DOCUMENTS YOU WILL NEED TO PRODUCE.**

**To help you complete Section H.**

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

### **H1. If you were born in the UK, provide your full (long) birth or adoption certificate.**

If you were born outside the UK, provide **the certified copy of your birth or adoption certificate issued by the appropriate authority of that country and your passport or national identity card.**

### **H2. 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.**

A woman who has been divorced or had a civil partnership dissolved must also provide the relevant marriage or civil partnership certificate.

### **H3. If your former spouse or civil partner is deceased, the death certificate of your former spouse or civil partner. If you are unable to produce a death certificate for your previous spouse or civil partner, state the reason for not doing so. The registrar will require proof of the death.**

### **H4. 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 marriage can take place.

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

## **NOTE 8 - MARRIAGE SCHEDULE.**

When the registrar is satisfied there is no legal impediment to the marriage, he or she will prepare a Marriage Schedule from the information you have given. This is an important document.

**- no marriage ceremony can proceed without the Schedule.**

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

If you are having a religious/belief marriage, the registrar will issue the Marriage Schedule to you. The registrar cannot issue the Schedule more than 14 days before the marriage and will advise you when to call to collect it. **The Schedule cannot be collected on your behalf by a relative or friend - the registrar will issue it only to one of the parties of the marriage.**

The Marriage Schedule must be produced before the marriage ceremony to the person solemnising the marriage. Immediately after the ceremony the Schedule must be signed by both spouses, by the person solemnising the marriage and by the two witnesses. Thereafter you must arrange for it **to be returned to the registrar within three days** so that the marriage can be registered.

If you are having a registrar led civil marriage the registrar will not issue the Marriage Schedule to you in advance, but will have it available at the marriage ceremony for signature, and will subsequently register the marriage.

For a registrar led civil marriage you will need to pay the appropriate fee to the registrar before the ceremony.

## **NOTE 9**

Be sure to let the officiant or the registrar know if you change your plans or decide to postpone your marriage.

## **NOTE 10**

If you are getting married in a foreign country you may complete this form to apply for a Certificate of Legal Capacity to Marry, this document can only be produced in English.

If you are having a religious marriage abroad you do not need to complete Section E.

For further information contact any local registrar of births, deaths, marriages and civil partnerships or visit our website

[www.nidirect.gov.uk](http://www.nidirect.gov.uk)

**NOTE:- Forms and documents should be sent to the registrar in the district where the proposed marriage is to take place.**