

**Civil Marriages and Civil Partnerships  
in the Fermanagh and Omagh District Council Area**

Registrars' Offices

Fermanagh & Omagh District Council  
County Buildings  
15 East Bridge Street  
Enniskillen  
BT74 7BL

Fermanagh & Omagh District Council  
The Grange  
Mountjoy Road  
Omagh  
BT79 7BL

Telephone: 028 6634 2428 or 028 8225 6212

Email: registrar@fermanaghomagh.com

**Opening Hours (by appointment only)**

Monday - Friday



**Civil Ceremony – Booking, Notice Paperwork & Ceremony**

**Up to 2 Years Prior to Ceremony – Subject to Availability**

**Booking**

It is essential to contact the registration office to plan the date and time of the ceremony **before** confirming any other bookings.

**Registrar's Office (County Buildings, Enniskillen or The Grange, Omagh)**

If you would like to make arrangements to hold your ceremony at the registrar's office (as above), please contact a member of staff at either registration office and they will advise you accordingly.

**Approved Venue**

A list of approved venues, licensed to hold civil ceremonies, is available from the registration office. Couples must book the Registrar before confirming any dates with the venue.

When you have confirmed the date and time with the registration office and the venue, please request an 'Approved Venue Booking Form' (AP form), from a member of staff at the venue. The relevant part of the form needs to be completed and signed by a representative from the venue. Then the couple fill in their details, sign it and return the form to the registration office. A copy of the completed form will be forwarded to the couple and venue.

Ceremonies in Approved Venues can be booked for 12 noon or 3pm (Monday – Friday) and 12 noon or 2pm (Saturday and Bank Holidays).

**Updated December 2023**

## One Year – 8 weeks Prior to your Ceremony

### Important

To ensure your ceremony takes place you must submit marriage notice forms, all documents and payment within the permitted time frame.

Read the notes on the notice application form and use the check boxes to ensure all is included with your application. Failure to do so may result in delays.

### When to give notice

Notice can be accepted from one year and it is recommended not later than 8 weeks in advance of your ceremony.

### What is needed (Note 6)

### Check Box

Notice Forms (1 for each party)  
completed and signed by each party

Full Birth Certificates (H28)

Passport

Notice Fee

### If applicable,

Name Change Documents

Decree absolute/civil partnership dissolution (H29A)

Previous Marriage Certificate (H29B)

Death Certificate (H30)

Immigration Status Statement

Share Code (Settled Status)

Certified Translations (Note 6)

### How to submit paperwork

**Post:** Please enclose original signed notice forms and copies of all supporting documents; **do not post original birth certificates, passports, etc.** Payment can be made by cheque/postal order, payable to Fermanagh and Omagh District Council or contact the office to make card payment.

Original documents will need to be presented at least a month before your ceremony takes place, this is by appointment only.

**Appointment:** In some instances an appointment can be arranged to submit notice. Please phone to arrange an appointment.

**Questions:** Email: [registrar@fermanaghomagh.com](mailto:registrar@fermanaghomagh.com) Tel: 028 6634 2428 or 028 8225 6212

## **After Notice Paperwork Has Been Submitted**

When all the notice paperwork, as outlined above has been received, details will be processed. A copy of the Marriage/Civil Partnership details will be forwarded to you. **It is important that the you check the details carefully and advise the registration office of any necessary amendments.**

A copy of your ceremony will also be emailed.

### **6 Months Prior to Ceremony**

It is advisable to contact the registration office to confirm your booking, 6 months prior to the ceremony.

### **Up to 4 Weeks Prior to Ceremony**

#### **Ceremony**

Please advise the registration office of any additional information such as readings/poems, readers' names and music choices. Readings and music choices must not contain any religious content, must be appropriate to a civil ceremony and must be approved by the registration office. Please refer to the attached guidance information. Please ensure this information is submitted at least 4 weeks prior to the ceremony.

### **One Week Prior to Ceremony**

During the week prior to the ceremony, the Registrar who is officiating at the ceremony will contact the couple by phone to discuss the ceremony and answer any queries.

## On the Day

**Timing** It is imperative that the Ceremony commences on time as the Registrar may have another appointment following your Ceremony. We regret that failure to keep to the time schedule may mean postponement or cancellation. It is advisable that one party meets the registrar in the ceremony room a minimum of 15 minutes prior to the start time.

**Witnesses** Two witnesses are required to sign the Schedule. They must be 16 or over.

**Interpreters** Ceremonies must be conducted in English. However, if either party is unable to speak or understand English, an interpreter must be present. Please discuss with the Registrar in advance of the Ceremony.

**Photographs.** The photographer should speak to the Registrar before the ceremony begins. There will be an opportunity for photos following the Ceremony.

**Video** One person may video/record the complete ceremony.

**Ushers** We suggest that ushers show guests to their seats in the Ceremony Room.

**Ceremony** Please speak to the Registrar at least 4 weeks prior to the ceremony or before, to finalise the ceremony details. Please note that any readings and music you may choose MUST be approved by the Registrar prior to your ceremony. Readings and music choices must not contain any religious content and must be appropriate to a civil ceremony.

**Music** Music can be played during the Ceremony, as outlined below. Music must be non-religious and approved by the Registrar prior to your Ceremony. It is the responsibility of the couple to provide the music and equipment to play it on. Please speak to the approved venue in relation to this.

- i) entering the Ceremony Room
- ii) during the signing of the Schedule
- iii) as the couple leave the Ceremony Room

Many couples also choose to play music when guests are being seated and waiting on the parties to arrive.

**Rings** Rings can be exchanged, however, it is not essential.

### Additional Information – Registrar's Office

**Access** If disabled access is required, please advise a member of staff in advance of the ceremony.

**Not Permitted** Confetti, rice or candles  
Animals – other than assistance dogs

### Your Ceremony Information

To ensure that we have everything in place for your ceremony, please complete the following and return to the Registration office at least 4 weeks before your ceremony.

Date \_\_\_\_\_ Time \_\_\_\_\_  
Location \_\_\_\_\_ Name of Ceremony Room \_\_\_\_\_  
Party 1 Name \_\_\_\_\_ Party 2 Name \_\_\_\_\_  
Witness 1 Name \_\_\_\_\_ Witness 2 Name \_\_\_\_\_  
(must be 16 or over)

### Your Ceremony

How many Guests will attend? \_\_\_\_\_ Will you have a professional photographer? Yes/No  
Name of the person accompanying you up the aisle/or giving you away (optional)

Wedding party: Bridesmaids \_\_\_\_ Flower girl \_\_\_\_ Bestman \_\_\_\_ Groomsmen \_\_\_\_ Page Boy \_\_\_\_

Will you both exchange rings? Yes/No Who will present these? \_\_\_\_\_

### Readings and Music

We encourage you to have music and readings at your ceremony, they should be appropriate, non-religious and require approval. You are responsible to make the arrangements to play any music.

### Music

Entrance to the Room - Title and Composer \_\_\_\_\_

During the Signing of the Schedule \_\_\_\_\_

Leaving the Ceremony Room \_\_\_\_\_

### Readings

Read by a family member of friends

Welcome 1 or Welcome 2 Name of Reader \_\_\_\_\_

Reading 1 \_\_\_\_\_ Name of Reader \_\_\_\_\_

Reading 2 \_\_\_\_\_ Name of Reader \_\_\_\_\_

Please attach copies of the readings if not using from the list provided in your pack.

If there are any other requirements you think we need to know about in advance, please make us aware of these in the space provided below, e.g. access requirements, hearing or visual impairment etc. \_\_\_\_\_

**Social Media/Promotional Material** Are you content we use your ceremony photograph/video clip in social media posts/promotional material? Yes/ No

Signature \_\_\_\_\_

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you share will only be used to promote the Registration Service, performing civil marriages and partnerships. For further information on how we hold your information please visit the Privacy section at [www.fermanaghomagh.com/your-council/privacy-statement/](http://www.fermanaghomagh.com/your-council/privacy-statement/)