

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

Civil Ceremony – Booking, Notice Paperwork & Ceremony

Booking

It is essential that a Registrar is booked to officiate at your Ceremony prior to confirming any other bookings. Registration staff will guide you in relation to the submission of civil paperwork and the legal documents required. **Timing is important!!** Please submit your paperwork early to ensure a smooth and stress free journey to your Big Day!!

Registrar's Office

If you wish to hold your ceremony at the registrar's office (Townhall, Enniskillen or The Grange, Omagh), please contact a member of staff at either office and they will advise you accordingly, see contact details on page 2.

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

Not Permitted in Registrar's Office - Confetti, rice, candles or animals - other than assistance dogs.

Approved Venues

A list of approved venues, licensed to hold civil ceremonies, is available from the registration office.

Once you have confirmed a date and time with the registration office and the venue, please request an 'Approved Venue Booking Form' (AP form), from the venue. Upon receipt of the completed AP form at this office, we will forward a copy to you and to the venue.

Ceremonies in Approved Venues can be held **between the times of 12 noon and 3pm** Monday – Saturday and Bank Holidays.

Important - To ensure your ceremony takes place, you must submit marriage notice forms, all ID documents and payment within the permitted time frame. Please read the notes on the notice application form and use the check boxes to ensure everything 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.

How to submit paperwork: Please post original signed notice forms along with copies of all supporting documents; **do not post original ID documents.** Payment can be made by contacting the office to pay by debit or credit card or by enclosing a cheque made payable to Fermanagh and Omagh District Council.

Please note it is a requirement for both parties to attend the office at least one month prior to your Big Day, original ID documents must also be presented at this stage – please contact us to arrange an appointment. For those living outside of Northern Ireland and the Republic of Ireland, please contact us for advice. In some instances, an appointment can be made to submit notice. Please contact us to arrange.

Questions: Email: registrar@fermanaghomagh.com Tel: 028 6634 2428 or 028 8225 6212

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

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

Opening Hours (by appointment only) Monday - Friday

After Notice Paperwork Has Been Submitted - When all notice paperwork, as outlined in the check list, has been received, the details will be processed. A copy of the Marriage Ceremony will be e-mailed for your information. **During the week prior to your Big Day, the Registrar who is officiating at your ceremony will contact you 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 30 minutes prior to the start time.

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 prior to the Ceremony.

Disclaimer In cases of adverse weather and in conjunction with met office warnings a Registrar may be unable to travel to officiate at ceremonies when unsafe to do so.

Your Ceremony Information

To ensure that we have everything in place, 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 known as Name _____ Party 2 known as Name _____

Your Ceremony

How many Guests will attend? _____ Will you have a professional photographer? Yes/No

Name of the person accompanying you up the aisle/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 include 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 or 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 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/

What is needed for each Party (Note 7)

Check Box

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

Full Birth Certificates (H1)

Current Passports

Notice Fee

If applicable:

Name Change Documents

Decree Absolute/Civil Partnership Dissolution (H2)

Previous Marriage/Civil Partnership Certificate (H2)

Death Certificate

Immigration Status Statement

Share Code

Visas

Certified Translations

The address you wish your Marriage/Civil Partnership Certificate to be posted to:

Postcode:

Our witnesses are aware that their details are being collected for the purpose of signing the Marriage/Civil Partnership Schedule. Please tick this box to confirm.

Name and Postal Address of Witnesses (both must be 16 years or over)

Witness for Party 1	Witness for Party 2
Name:	Name:
Address:	Address:
Postcode:	Postcode:

Other contact details (if neither party is available or lives abroad)

Name	Telephone Number

