A Guide for Authorised Persons
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1. **Introduction**

1.1 This booklet has been designed to provide you with guidance in your role at marriage ceremonies as well as providing advice on how to keep accurate records. We hope you will find it helpful; if you have any queries please contact your local superintendent registrar (SR) or the General Register Office (GRO). Contact details are on page 31.

**Roles and responsibilities of an authorised person**

1.2 Before you start your duties as an authorised person, you must have been appointed by two trustees or members of the governing body of the building. They will need to complete the form entitled “Authorised Person – Certificate of Trustees or Governing Body” (AP1 and supporting guidance notes AP1G) and send it to GRO.

1.3 A registered building may have more than one authorised person. The “responsible authorised person” will be the first point of contact for GRO and has a responsibility for any registers and certificate stock in their care. The trustees or governing body may also appoint a number of “additional authorised persons”. Marriage certificate stock issued by the General Register Office is classified as secure stock and assets of Her Majesty’s Government. As such, all “authorised persons” with the responsibility for holding the certificate stock have a duty to ensure its safekeeping and prevent its loss or theft.

1.4 All authorised persons are responsible for ensuring that the legal requirements of marriages solemnized in a registered building are met; this includes marriage preliminaries, registration of marriages, the preparation and submission of quarterly returns and corrections of errors in marriage registrations.

1.5 You can only use the marriage registers in the building for which they have been issued.

1.6 You cannot use your registers in the following circumstances:

- registering a marriage where a registrar of births, deaths and marriages from the register office is required to attend;

- recording Church of England or Church in Wales marriages (unless it has been certified as a military chapel);

- for a marriage for which civil preliminaries have not been carried out i.e. a notice of marriage has not been given to the superintendent registrar; and

- when a religious blessing follows a civil marriage ceremony.

1.7 You will normally attend and register marriages at the registered building to which you have been appointed; however you may also attend and register marriages at another registered building, provided that it is in the same registration district as the building to which you have been appointed. The marriage must be registered in the duplicate registers which have been issued for use in that building.
Marriage of same sex couples

1.8 Before a marriage of a same sex couple can take place, the building must be registered accordingly. This registration is not automatic. Where the building is already registered for marriages of opposite sex couples (between a man and a woman), the proprietor or trustee can choose to ‘opt in’. This is done by completing a further application (Form 78 and 78A). Applications are submitted to the local superintendent registrar, along with consent(s) from all relevant governing bodies and an additional fee.

1.9 If you wish to register the marriage of a same sex couple, you must be specifically appointed to do so. As with a registered building, this appointment is not automatic. If you are only appointed to register marriages of opposite sex couples, 2 x trustees or members of the governing body must submit a further appointment form (AP1). This form and guidance notes can be obtained from your local register office, the General Register Office or downloaded from the www.gov.uk website. If you do not wish to be so appointed, you do not have to – you may be appointed only to register the marriages of opposite sex couples.

1.10 A person who has been appointed to register marriages of same sex couples can also do so in other buildings within the registration district, as long as the building in which the marriage is to be solemnized is also registered for the marriage of same sex couples.

1.11 An authorised person must always ensure that a religious marriage of same sex couples only takes place according to the rites and ceremonies of the governing authorities who have given their consent to such marriages. If you are unsure if the governing authority has given their consent, contact GRO for advice.

Civil partnership conversion into marriage

1.12 The Marriage (Same Sex Couples) Act 2013 allows couples in a civil partnership to convert their civil partnership into a marriage by signing a declaration in the presence of a superintendent registrar.

1.13 The declaration can be signed in the following settings, but only where a ceremony is to immediately follow.

- Religious buildings registered for marriages of same sex couples (including military, naval and air force chapels)
- A synagogue
- A meeting place of the Society of Friends.

1.14 The civil partnership conversion into marriage will be registered by the superintendent registrar, who will be in attendance on the day. An authorised person may be involved in the ceremony that follows the signing of the declaration, but will have no role to play in the registration and will not be able to register this event in their register.
1.15 The superintendent registrar will allow the person conducting the ceremony to view the signed declaration prior to commencing the ceremony. The signed declaration does not need to be copied and will be retained by the Superintendent Registrar so that the marriage resulting from the conversion can be registered.

1.16 It is the responsibility of the couple to make the necessary arrangements with the person conducting the ceremony and the superintendent registrar to attend the proposed venue. If you are approached to conduct a ceremony following the conversion of civil partnership into marriage, you should advise the couple to get in touch with the superintendent registrar at the Register Office.

**Registration stock**

1.17 GRO, Registration Supplies Unit, will provide you with the necessary registers, forms and certificates. These include marriage registers (in duplicate), forms for quarterly certified copies, forms for the nil return of certified quarterly copies and books of standard marriage certificates for issuing to the public.

1.18 A permanent type of black ink should be used when registering marriages, preparing quarterly returns and issuing certificates. Registration ink can be purchased from Ecclesiastical Stationery Supplies. Contact details are in Appendix C.

1.19 Your registers and stock must be kept in a fire-resistant safe (ideally with internal dimensions of no less than 310mm by 465mm) and must be kept in the registered building, or in another building approved by the Registrar General.

1.20 It is good practice to undertake an annual check of certificate stock and registers to provide a level of assurance that nothing is missing and to check on their physical condition.

1.21 Replacement stock can be ordered from GRO, Registration Supplies Unit by phone 0151 471 4655/4247/4275 or by email registration.supplies@gro.gsi.gov.uk.

1.22 There is also a tear-off slip in the register and certificate books that you can complete and return. We recommend that you order replacement stock at least a month prior to the date that you anticipate making your last entry.

1.23 It is important that you keep the following separate from your registration stock.

   - A record of all marriages for which you have not submitted a quarterly return; in the event that the marriage registers are stolen, these marriages would need to be registered afresh.

   - The certificate record sheet provided by GRO; this sheet must be completed to account for the serial numbers of all certificates issued. In the event of a theft, this will enable you to report the serial numbers of the certificates which have been stolen.

1.24 Once a book of marriage certificates is exhausted, the counterfoil should be retained locally and securely for a three year period. This will help address any future questions from GRO or couples that may arise in relation to their marriage.
Missing or stolen safe or registration stock

1.25 In the event of your safe being stolen, this matter should be reported to the Police immediately. If registers or certificates are unaccounted for and there is the possibility that it may have involved a theft, you should also report this to the Police. In both cases a Police Crime Incident Number should be obtained.

1.26 In all instances, GRO must be notified immediately on telephone number 0300 123 1837 (select Option 1). When you ring GRO, they will take details of the incident, and send out a report form for completion. The details GRO require include the name, address and building number, the serial numbers of the stolen / missing certificates, the number of registers stolen and the Police Crime Incident Number.

1.27 Your local superintendent registrar should also be notified of any loss or theft of both certificates and registers.

1.28 GRO will circulate the serial numbers of stolen/missing certificates to other agencies and government departments to help prevent them from being used for fraudulent purposes.

Disuse of building registered for religious worship

1.29 If a building has stopped being used for religious worship by the congregation who originally certified the building, a ‘Notice of Disuse of a Certified Place of Meeting for Religious Worship’ (Form 77) must be completed by the trustee(s) and returned to the superintendent registrar (SR), along with your stock and both current registers. The SR will then arrange the return of these documents to GRO. Your appointment as an authorised person for that building will also be cancelled and you will no longer be authorised to register marriages.

1.30 When a building which is registered for both marriages of same and opposite sex couples decides that it only wants to offer marriage ceremonies for opposite sex couples (between a man and a woman), the trustee or proprietor can ‘opt out’ by completing a form 77A. Once completed, this form is sent to the local register office who will then forward it to GRO. Any authorised persons appointed to the building registered for marriages of opposite sex couples, and the registration of the building for marriage of opposite sex couples, will remain in place.

Leaving office

1.31 If you leave office, the trustee(s) must inform GRO. If you are the responsible authorised person, the trustees must appoint a successor by completion of the relevant forms. This may be an additional authorised person or it may be a new appointment. The responsible authorised person does not need to be the person who solemnizes the marriage; it may be anyone connected with the church. Where GRO receive a letter directly from an authorised person advising that they have left their post, GRO will write to the trustees to advise.

1.32 If there is no other authorised person appointed to the building, the trustees or governing body must inform GRO when they expect to certify a new authorised person, take custody of the registers until a new authorised person is appointed and make temporary arrangements for the preparation and delivery of quarterly certified
copies (see Chapter 6). Should there be no-one available to be appointed as an
authorised person, the trustees or governing body may decide against having an
authorised person and they should write to GRO. The current registers will be
closed. The building will still be registered for marriages and any marriages carried
out there will need to be attended by a registrar from your local register office. A
new authorised person can be appointed in the future if required.

**Change of contact details**

1.33 Please notify GRO and your local SR of any changes to your contact details,
including name, home address, telephone number and email address. There is a
form (AP2) that can be used for this purpose, which can be downloaded from the
www.gov.uk website. An example of the form can be found in Appendix G.
2. **Marriage Preliminaries**

**General information**

2.1 A marriage can only be solemnized and registered where couples have given notice of intent to marry at a register office, and the superintendent registrar (SR) has issued two certificates for marriage.

In March 2015, a new scheme to tackle sham marriages and civil partnerships in the UK was introduced. A sham marriage or civil partnership is entered into by a couple who are not in a genuine relationship in order to obtain an immigration advantage, for one or both of them.

In all cases (including Anglican marriage), where one or both parties to the intended marriage is a non EEA national, the couple must give notice via civil preliminaries. In March 2015, the notice period for civil preliminaries was increased from 15 days to 28 days but for couples where one or both parties is a non EEA national with limited or no immigration status, the Home Office may extend the notice period to 70 days to investigate whether their case is a sham.

The new scheme also introduced a requirement for both parties to a proposed marriage to provide a photograph of themselves to the superintendent registrar when they give notice of marriage, where one or both parties is a non EEA national and subject to immigration control (see chapter 3.1).

For a list of EEA countries, see Appendix E.

**Hours of marriage**

2.2 Marriages may be solemnized at any hour of the day or night and on any day of the week, including Bank Holidays. However, this will be subject to the agreement of the authorised person and in the event that a registrar has to attend in place of an authorised person, then the couple will need to obtain agreement from the registration district concerned.

**Access**

2.3 The public must have unrestricted access to the registered building during any marriage ceremony.

**Witnesses**

2.4 Two or more witnesses must be present at the marriage. There is no restriction on the number of witnesses, nor is there an age limit, but they must be able to understand what is taking place and testify if necessary as to what they have seen and heard.

**Giving notice of intent to marry**

2.5 Both parties to the marriage need to give notice at either the same or different register offices, depending on where they live and their nationality and immigration status. The couple must complete 7 full days residence in that district before they
can give notice and they may only give notice up to 12 months ahead of the marriage. After 28 clear days from when the notice has been entered, the superintendent registrar may produce the certificates. The Registrar General may, when there are exceptional circumstances and compelling reasons, reduce the 28 day waiting period when the couple formally applies for this. On such occasions you should advise the couple to speak to the SR.

For couples where one or both parties is a non EEA national, with limited or no immigration status, the Home Office may extend the notice period to 70 days to investigate whether their case is a sham. You should be aware (before confirming a booking) that the notice period may, in certain circumstances, be extended to 70 days.

2.6 Where one or both parties to an intended marriage is a non (EEA) national, they must attend together at a designated register office to give notice of intent to marry, unless they are exempt from immigration control (e.g., have right of abode in the UK or diplomatic status). Please see the GOV.UK website [https://www.gov.uk/marriages-civil-partnerships/foreign-national](https://www.gov.uk/marriages-civil-partnerships/foreign-national) for a list of designated register offices. Your local SR will be able to advise you further. A flowchart in Appendix A provides a guide to marriage preliminaries. If, following any contact with the couple you feel that the marriage may be a sham, please follow the advice at paragraphs 3.7 - 3.11.

2.7 Both parties must be 16 years of age or over on the day of marriage. If either party is under 18, consent from their parent(s) or guardians will be required, or the necessary dispensations granted, before the superintendent registrar’s certificates can be issued.

2.8 If either party has been previously married or in a civil partnership, evidence that the marriage / civil partnership has ended will need to be submitted at the time of giving notice. This is usually in the form of a death certificate, divorce decree absolute or annulment document.

2.9 If either party has been married before and have a divorce which was obtained outside the UK, the superintendent registrar may refer it to the Casework team at GRO. This referral process can take longer than the minimum 28 day waiting period. To reduce the number of marriages that have to be postponed whilst waiting for this clearance, it is recommended that the couple are advised to give their notices at the earliest possible point i.e. up to 12 months prior to the intended date of marriage.

2.10 If one of the parties is serving aboard one of HM Ships at sea, they may give notice to the Commanding Officer who will issue a certificate. In this case, the waiting period is a clear 21 days and not 28 days. There is no provision for the Registrar General to reduce this waiting period.

2.11 A certificate of Publication of Banns in England and Wales, Scotland or Ireland or an Ecclesiastical Licence must not be accepted as authority for a marriage.

2.12 A certificate for marriage issued in Scotland (called a certificate of no impediment) should be treated in the same way as a superintendent registrar’s certificate. An example of this can be found in Appendix D.
Place of marriage

2.13 The couple may only marry in the registered building which is specified in the SR’s certificate for marriage. To qualify to marry in the registered building, at least one of the parties must either:

- reside in the registration district where the registered building is located
- or
- the building is the usual place of worship.

If, however, there is no registered building of the denomination required by the couple in which either of them resides, they may marry in the nearest district which does contain a building of the required denomination. This also extends to buildings registered for the marriages of same sex couples. In these instances, the registered building must also be the nearest building, of the required denomination, registered for the marriage of same sex couples.

Marriage by Registrar General’s Licence

2.14 The Marriage (Registrar General’s Licence) Act 1970 provides for a marriage to take place when one of the parties is seriously ill and not expected to recover. The marriage can be a civil or religious ceremony (except for Church of England or Church in Wales marriages). As all marriages by Registrar General’s Licence, (except those according to the usages of the Jews and the Society of Friends), require the attendance of a registrar, you have no legal registration duty to carry out. If you have any queries about Registrar General’s Licences, please contact your local SR.

Marriage of housebound and detained persons

2.15 The Marriage Act 1983 provides for the marriage of a person who is housebound through illness or disability or detained, for example in a prison, to be solemnized where that person resides.

2.16 The marriage can be a civil or religious ceremony, (except those according to the usages of the Jews and the Society of Friends), and must be registered by a registrar; therefore you have no registration duty to carry out, though if you are a minister or priest, you may be asked to perform the religious ceremony. Notice of marriage must be given to the superintendent registrar in the normal way. If you have any queries about housebound or detained person’s marriages, please contact your local SR.

Two marriage ceremonies on the same day

2.17 If a couple wish to have two marriage ceremonies performed on the same day, they should be advised that this is not possible. The couple could choose to have either a religious marriage ceremony or a civil marriage ceremony followed by a religious blessing.
Religious ceremony after a civil marriage

2.18 Section 46 of the Marriage Act 1949 allows a couple to have a religious ceremony i.e. a blessing, after their civil marriage. The couple must produce a certificate of their civil marriage before the ceremony may take place.

2.19 Where the religious ceremony follows the marriage of a same sex couple, the authorised person must ensure that the consent of the relevant governing authority to the religious reading, or ceremony in the case of a marriage of a same sex couple, has been obtained.

2.20 The religious ceremony does not invalidate or supersede the civil marriage and no record may be made in the marriage registers kept under the Marriage Act 1949. No legal preliminaries are required for such a religious ceremony.

Re-marriage

2.21 A couple who are already lawfully married or in a civil partnership cannot choose to re-marry each other unless there is some doubt as to the validity of the earlier marriage / civil partnership.

2.22 Where there is no apparent informality in the previous marriage/civil partnership and the couple merely wish to go through another marriage ceremony with each other they should be informed that they are already lawfully married / in a civil partnership with each other and there is no statutory provision for marriage preliminaries to be completed in these circumstances.

2.23 If it is unclear whether a previous marriage ceremony / civil partnership is capable of recognition as lawful, advice should be sought from the General Register Office.
3. Solemnization of Marriage

Pre-marriage checks
You must carry out the following checks before you allow the ceremony to go ahead.

Superintendent registrar’s certificates for marriage (SRC)
3.1 The two SRCs should be presented to you before the day of the marriage. You must check the certificates and ensure that:

i. the registered building where the marriage is taking place is correctly specified on the certificates (see chapter 2 paragraph 2.13);

ii. the certificate is valid (a certificate is valid for 12 calendar months from the date of entry in the marriage notice book). If the certificates have different expiry dates, the marriage must take place on or before the earliest expiry date;

iii. if the marriage is taking place in one of the couple’s usual place of worship outside the district in which they live, column 7 of the certificates state “Such building being the usual place of worship of the said one or both names of the party”.

iv. if the marriage is taking place outside the couple’s district(s) of residence because there is no registered building of the required denomination, the memorandum on the back of the certificate has been completed and signed by the superintendent registrar (or deputy) who issued it.

v. Where one or both parties to a proposed marriage is a non EEA national and subject to immigration control, there is a requirement for both parties to provide a photograph to the superintendent registrar when they give notice of marriage. A copy of the photographs will be sent to the Authorised Person along with the superintendent registrar’s certificate before the wedding is due to take place.

vi. The photographs should be used to ensure the person, who attends the ceremony, is the same person who attended to give notice. If there is any doubt then please contact GRO on 0300 123 1837 (Option 1). However, if for any reason the photographs are not received, the marriage should proceed as planned. Once the marriage has taken place, the photographs should be confidentially destroyed.

3.2 If either iii or iv. have not been completed and you are satisfied that the marriage should go ahead, you allow it to proceed.

An example of a superintendent registrar’s certificate for marriage is in Appendix D.
Pre-marriage questions

3.3 You must check that there is no legal impediment to the marriage and ask the following questions of both parties:

- **What is the name by which you are known and have you been known by any other name?**
  The names and surnames must agree with those on the certificates. If there are any discrepancies you must question the parties further. If the differences can be satisfactorily explained, you should go ahead with the marriage.

- **How old are you today?**
  The couple must both be over 16 for the marriage to be valid. If not, you must postpone the marriage. This question also ensures that the correct age for each party will be entered into the marriage registers.

- **Have you been through any form of marriage or civil partnership in this or any other country?**
  The condition must agree with that shown on the certificates. If there is a discrepancy, you must question that person further and if in doubt contact the SR before the ceremony. If you are unable to contact the SR, you should seek advice from GRO. If at the time of the marriage evidence shows that the party is free to marry you may proceed with the ceremony. Where the evidence relates to a divorce outside the United Kingdom, Isle of Man or Channel Islands you should contact GRO.

3.4 If the details on the certificates do not match those which will be entered into the marriage register and where you have decided to go ahead with the marriage, you need to write an explanation on the back of the certificates together with the marriage book entry number in the space provided.

A flowchart showing the process for pre-marriage checks can be found at Appendix B.

Forced marriages

3.5 Both parties must be present at the ceremony, be able to recognise each other and enter into the marriage contract knowingly and voluntarily. If you are in any doubt, the marriage should not take place. Some signs that you may wish to take into account include:

- either party showing signs of emotional distress;
- either party may show signs of physical harm or assault;
- one party may do all the talking or be reluctant to let the other party be spoken to alone;
- the parties are unable to converse in the same language;
- an allegation of a forced marriage has been made by someone else.

3.6 If you suspect that one of the parties about to marry is doing so against their will, you should enquire whether they wish to proceed and offer to contact the Forced Marriage Unit at the Foreign & Commonwealth Office (see page 27 for contact number). You may need to insist on interviewing the party alone and getting written confirmation that they are entering into the marriage voluntarily. If you decide to not...
proceed with the marriage, you must inform GRO. If however the party insists on the marriage proceeding, you should go ahead.

**Sham marriage**

3.7 Under the Immigration and Asylum Act 1999, a sham marriage is one entered into for the purposes of evading the provisions of United Kingdom immigration law or the immigration rules and involves at least one party who is not a British citizen or an EEA national. (See appendix E for the list of EEA countries)

3.8 The signs of a sham marriage may be similar to those associated with a forced marriage listed above. However, the following may also be indicative of a sham marriage.

- either party giving the impression of knowing very little about the other person;
- either party referring to notes to answer questions about the other person;
- one of the parties is seen to receive payment for the marriage;
- an allegation that it is a sham marriage has been made by a credible third person, e.g. Immigration Officer or Police Officer;
- there is little interaction between the couple; or,
- one of the parties seems unable to give the full name or address of the other person.

3.9 None of these reasons may in itself indicate that the marriage is a sham and there may be other factors which may arouse your suspicions that are not listed. But it is generally expected that it will be a combination of factors.

3.10 A sham marriage should not be confused with a traditional arranged marriage that is usually organised by family members, where there may be no intention to circumvent immigration law.

3.11 If you have any concerns that a marriage may be a sham, you should contact your local superintendent registrar, who, if satisfied, is obliged under the 1999 Act to report the facts of the matter to Home Office (Immigration). You can report your suspicions to the superintendent registrar at any time before or after the marriage has taken place. It is important to remember that a sham marriage is not an impediment to a marriage and therefore is not a reason to prevent a ceremony from proceeding. If you are in any doubt you should contact your local superintendent registrar for advice.

**Mental capacity**

3.12 Both parties to the marriage must have the mental capacity to understand the nature of the marriage that they are about to contract. A person should understand:

(i) that they are taking part in a marriage ceremony and understands the words used;

(ii) the nature of the marriage contract. This means the person must be capable of understanding the duties and responsibilities which normally attach to marriage.
3.13 A person’s mental capacity will have been assessed and considered at the time they gave their notice of marriage. However, if at pre-marriage questioning you have any concerns, you should immediately discuss the matter with your local superintendent registrar or GRO. A marriage cannot proceed if a person does not have the mental capacity to marry.

3.14 A key principle of the Mental Capacity Act 2005 is that a person must be assumed to have capacity unless it is established that he/she lacks capacity. It should never be assumed that because a person has a learning disability, that they lack the capacity to marry.

**The Ceremony**

*Declaratory and contracting words*

3.15 You and the witnesses must hear the couple use one of the following declarations and one of the following contracting words during the ceremony:

3.16 **Declaration**

I do solemnly declare that I know not of any lawful impediment why I, *(name)* may not be joined in matrimony to *(name)*

or

I declare that I know of no legal reason why I, *(name)* may not be joined in marriage to *(name)*

or

by replying “I am” to the question “Are you, *(name)* free lawfully to marry *(name)*.

3.17 **Contracting words**

I call upon these persons here present to witness that I, *(name)* do take thee *(name)* to be my lawful wedded wife/husband

or

I *(name)* take you/thee *(name)* to be my wedded wife/husband

**Welsh translations**

3.18 **Declaration**

‘Yr wyf fi yn ddifrifol yn hysbysu na wn i am un rhwystr cyfreithlon, fel na ellir fy uno, i, *(Enw)*, mewn priodas à *(Enw)*’.

neu

‘Yr wyf yn hysbysu na wn i am unrhyw reswm cyfreithlon fel na ellir fy uno i *(Enw)* mewn priodas à *(Enw)*’.

neu

‘twy ymateb "Ydwyf" i'r cwestiwn "Ydych chi *(Enw)* yn rhydd, yn gyfreithlon, i briodi *(Enw)*?’.

3.19 **Contracting words**

‘Yr wyf fi yn galw ar y personau hyn sydd yma’n bresennol i dystiolaethu fy mod i, *(Enw)*, yn dy gymyrd di, *(Enw)*, yn wraig briod gyfreithlon (neu yn wr priod cyfreithlon) i mi’.

neu
3.20 When the couple are saying the contracting words, a male will always be described as a ‘husband’ and a female will always be described as a ‘wife’. It may be that not all couples are happy with this terminology, but the law does not allow for a female to be described as husband, or male as a wife.

After the contracting declarations have been made, it is customary for the person solemnizing a marriage to confirm that the couple are now “husband and wife”. If it is known that a same sex couple are unhappy with the new terminology to be used e.g. “husband and husband” or “wife and wife” a more neutral conclusion could be used to confirm that the couple are now “legally married”.

3.21 If either of the parties is unable to speak, or understand English, they must bring an interpreter. The declaratory and contracting words must be said by the couple in both their own language, and English, and the interpreter should sign the marriage register as a witness.

3.22 If either of the couple have a speech or hearing impediment, they should bring along an interpreter, or you may wish to write out the declaratory and contracting words for them to sign; it is your responsibility to ensure that you are content that the legal requirements have been fulfilled.
4. Marriage Registration

4.1 The marriage must be registered after the ceremony has taken place, and in the registers issued for use in that building. The same set of registers is used when registering marriages for both opposite and same sex couples. You should make the entry in the next available numbered blank space in each duplicate register, using registration ink. You should not use the registers issued to the Church of England if the building is shared with the Church of England. The entry must only be completed by the authorised person who witnessed the marriage ceremony.

4.2 If you make the entry at different places in the two registers, please do not alter the numbers. Instead, make a note in the margins of both books of the entry number to refer to in the other register eg “This marriage is recorded at entry number….. in the duplicate register”.

4.3 If you need to spoil an entry, please ring GRO for advice.

Completing the register entries

4.4 Register entries should always be completed in black registration ink and in distinct and clear handwriting; surnames should be in capital letters. Abbreviations should not be used, except for signatures. Every column must be completed without overlapping into the next column; if there is no information given a line should be drawn in the column and the information should be completed from responses from the couple to your questions, and not from the SR’s certificate.

4.5 It is irrelevant which party is detailed on the first or second line of the registration. For marriages of opposite sex couples, it is purely traditional that the man’s details are recorded on the top line of the registration and the woman’s details are recorded below; if you enter the details the other way round, this is not incorrect and a correction is not required.

The heading

4.6 Complete the year, the name of the registered building (only include the address if the name is similar to that of another registered building in the same district and could lead to confusion) the name of the district and the name of the non-metropolitan county, metropolitan district or London borough.

Column 1 – When married

4.7 Enter the date of the marriage; the day and month should be written in words and the year in numbers e.g. First January 2010.

Column 2 – Name and surname

4.8 Forenames should be written in proper case and surnames should be written in upper case e.g. Howard Harry SMITH

4.9 The names will usually be those entered on the SR’s certificates but you should enter them in accordance with the information given by the parties, and not that contained in the certificates.
4.10 Sometimes a person uses, and is known by, two names at the same time – in this instance both names should be entered using “otherwise”. If either of the couple have been known by another name you should try to link both names using “formerly known as” providing that the party does not object. If the party does object, you should advise them that unless both names are entered, difficulties may arise in future years concerning the identity of the party. If the party still objects, you should enter the name and surname by which they are known.

4.11 Where one of the parties have changed their name by deed poll and only when it has been lodged / registered with the Central Office of the Supreme Court of Deeds at the Royal Court of Justice, the assumed name and surname only should be entered followed by “(name changed by deed poll)”. When lodged / registered, the deed poll will contain three stamps. The first stamp will state “High court enrolment” and a number; the second stamp will state ‘filed/enrolled’ and the third stamp will state the date.

**Column 3 – Age**

4.12 Enter the ages of the couples in completed years followed by the word “years” (all lower case) e.g. 25 years.

**Column 4 – Condition**

4.13 Confirm the condition of the couple and enter it here using one of the following descriptions:

i. Never previously married/formed a civil partnership Single

ii. Married/formed a civil partnership before, but:

<table>
<thead>
<tr>
<th>Husband/wife has died</th>
<th>Widow/widower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil partner has died</td>
<td>Surviving civil partner</td>
</tr>
<tr>
<td>The court has granted a decree of presumption of death and dissolved the marriage</td>
<td>Previous marriage dissolved</td>
</tr>
<tr>
<td>The court has granted a decree of presumption of death and dissolved the civil partnership</td>
<td>Previous civil partnership dissolved</td>
</tr>
<tr>
<td>Marriage has ended in divorce</td>
<td>Previous marriage dissolved</td>
</tr>
<tr>
<td>Civil partnership has ended in dissolution</td>
<td>Previous civil partnership dissolved</td>
</tr>
<tr>
<td>Marriage is void or found void by a decree of nullity of the court</td>
<td>Use the condition which applied before the void marriage e.g. single/widow</td>
</tr>
<tr>
<td>Civil partnership is void and has been annulled by a final order of nullity by the court</td>
<td>Use the condition which applied before the void civil partnership e.g. single</td>
</tr>
<tr>
<td>Marriage was voidable and has been annulled by the court, and the decree nisi of nullity was granted on or after 1 August 1971</td>
<td>Previous marriage annulled</td>
</tr>
<tr>
<td>Marriage was voidable and the decree nisi was granted before 1 August 1971</td>
<td>Use the description which applied before the voidable marriage e.g. widower/previous marriage dissolved</td>
</tr>
<tr>
<td>Civil partnership was voidable and has been annulled by a final order of nullity of the court</td>
<td>Previous civil partnership annulled</td>
</tr>
</tbody>
</table>
There may be occasions where the parties to a marriage have validly registered a civil partnership to each other, the civil partnership has been ended by order or dissolution or annulment and there has been no marriage or civil partnership with a third person. Referral to the previous civil partnership would disclose that one of the parties has changed gender. However, if both parties specifically request that the registration refers to their previous civil partnership, you should advise them that it will show that one of them has changed gender, and you should use one of the following descriptions:

- terminated by dissolution: use ‘Previously formed a civil partnership at…on….Civil partnership dissolved on…….’
- terminated by nullity: use ‘Previously formed a civil partnership at…..on…..Civil partnership annulled on…….’

For further advice, please contact GRO.

**Column 5 - Rank or profession**

4.14 You need to record the occupations of both parties in as much detail as possible. You should not use “unemployed” but you can record unpaid occupations such as “housewife” or “home duties”.

**Column 6 – Residence at the time of marriage**

4.15 Enter the current full addresses of the couple. Please write a full address for both parties to the marriage even if they live at the same address. Please do not use ditto marks or “as above”.

**Column 7 – Father’s name and surname**

4.16 Enter the full names of both fathers; the name of the person’s natural father should be entered, regardless of whether the person’s parents were ever married to one another.

4.17 The term father may also include step-father, as long as he is, or has been married to the mother. You may enter the step-father’s name instead of the father’s name if either party requests you do so (qualified by “step-father”).

4.18 If either father has died, you should note this after his name e.g. John SMITH (deceased).

4.19 If one of the couple has been adopted, the adoptive father’s name can be recorded:

- If the adoptive father and son/daughter have the same surname, use that father’s name with no further explanation needed;
- If the adoptive father’s name is different, an explanation may be added if wished e.g. George BARNES (adoptive father)
- If a woman was the sole adopter, her name may be included with an explanation if wished e.g. Mary BARNES (adoptive parent).
4.20 If either of the couple does not wish to supply this information, you should put a line in the box.

**Column 8 – Rank or profession of father**

4.21 Enter a full description of the occupation of each father. If the father has retired, note this under the job description e.g. car salesman (retired). You should enter this even if the father has since died. Please do not use abbreviations.

4.22 If either of the couple does not wish to supply this information, you should put a line in the box.

**The attestation**

4.23 Immediately beneath the boxed section you need to enter the name of the registered building, the title of the denomination under whose rites the marriage has taken place and by certificate.

**Examination of the entry by the parties to the marriage**

4.24 The authorised person should then ask the couple to examine the entry carefully. If they cannot read it should be read to them.

**Signing the entry**

4.25 The entry in both registers must be checked carefully with the parties to ensure that they are both correct. If a discrepancy is found at this stage, it can be amended by a numbered correction. It is important at this stage that the authorised person explains to the parties that if an error is identified after the entry has been signed it may only be corrected by the addition of a note in the margin. An application for a correction will need to be made via the local register office and a consideration fee of £90 will be payable at the point of application. This fee is non-refundable.

When the couple are satisfied that the entry is correct they must sign the attestation in their usual manner.

The witnesses then sign the entry.

Where a person makes a mark or signs in a foreign language, you should write either

- “the mark of………”

or

- “the signature of……”

next to the mark or signature and then input the forenames and surnames of that person.

If someone other than the authorised person solemnizes the marriage, they will then sign the registers and add their designation e.g. Minister, Imam etc.
Illegible signatures

4.26 If one or more of the signatures (including the officiating officer) are illegible, please ensure that you print the names that they relate to, in pencil, in the margin of the entry. This will help when you come to prepare the quarterly return and produce a certificate from the entry. It will also assist with the GRO keying process.

4.27 Once the authorised person is satisfied that the entries are correct, they must add their signature and designation. When a marriage is registered by an authorised person from another registered building within the registration district, they should describe themselves in the attestation as ‘Minister, Imam etc of ………………………….adding the name of the building they are appointed to.

The entry is only complete when the Authorised Person has added their designation and signature.

The couple or the witnesses should not be asked to sign the marriage certificate or quarterly return

Bilingual registrations in Wales

4.28 If the couple ask for a bilingual registration, and the marriage has taken place in Wales, as long as they can provide the necessary information in both English and Welsh and you can write and understand Welsh, you may complete the registration in both English and Welsh.

4.29 You will need to use a register printed in both languages and insert the English details first, with the Welsh underneath.

4.30 Some useful translations include:

<table>
<thead>
<tr>
<th>English</th>
<th>Welsh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>Sengl</td>
</tr>
<tr>
<td>Widower</td>
<td>Gŵr gweddw</td>
</tr>
<tr>
<td>Widow</td>
<td>Gŵr gweddw</td>
</tr>
<tr>
<td>Surviving civil partner</td>
<td>Partner sifil goroesol</td>
</tr>
<tr>
<td>Previous marriage dissolved</td>
<td>Priodas flaenorol wedi’i therfynu</td>
</tr>
<tr>
<td>Previous marriage annulled</td>
<td>Priodas flaenorol wedi’i dirymu</td>
</tr>
<tr>
<td>Previous civil partnership dissolved</td>
<td>Partneriaeth sifil flaenorol wedi’i therfynu</td>
</tr>
<tr>
<td>Previous civil partnership annulled</td>
<td>Partneriaeth sifil flaenorol wedi’i dirymu</td>
</tr>
<tr>
<td>Previously married at ….on ….</td>
<td>Priedwyd o’r blaen yn….ar y….</td>
</tr>
<tr>
<td>Marriage dissolved on ….</td>
<td>terfynwyd y briodas ar y…….</td>
</tr>
<tr>
<td>Marriage annulled on….</td>
<td>y briodas wedi’i dirymu ar y….</td>
</tr>
<tr>
<td>Previously formed a civil partnership at … on ….; Civil partnership dissolved on …</td>
<td>Ffurfiwyd partneriaeth sifil o’r blaen yn . . . ar y . . . ; terfynwyd y bartneriaeth sifil ar y …</td>
</tr>
<tr>
<td>Previously formed a civil partnership at … on ….; Civil partnership annulled on …</td>
<td>Ffurfiwyd partneriaeth sifil o’r blaen yn … ar y …. ; y bartneriaeth sifil wedi’i dirymu ar y …</td>
</tr>
<tr>
<td>Previously went through a form of marriage at…. on….</td>
<td>Aethpwyd o’r blaen drwy ddefod priodas yn…..ar y……..</td>
</tr>
<tr>
<td>Deceased</td>
<td>Ymadawedig</td>
</tr>
<tr>
<td>Certificate</td>
<td>Tystysgrif</td>
</tr>
<tr>
<td>Adoptive parent</td>
<td>Rhiant trwy fabwysiad</td>
</tr>
</tbody>
</table>
Filled register books
4.31 Once you have completed your registers, you should keep one in the safe and deposit the second with the superintendent registrar.

Searching and issuing certificates
4.32 Every authorised person who has marriage registers in his or her custody must allow searches to be made “at all reasonable hours” under the provisions of section 63 of the Marriage Act 1949. Searches must be carried out either by you or in your presence. Where a search is required in completed registers which have been deposited with the local Superintendent Registrar and/or an Archivist, the location details of these registers should be provided.

4.33 The Act also allows for you to issue a certificate of any entry in those registers upon payment of a fee, as determined by the Registrar General. Certificates issued to the public must be issued on the certificate stock supplied by GRO and be complete copies of the original entries, including any corrections (marginal notes). Do not include numbered errors in a copy of a marriage entry if they were made before the entry was completed. A certificate is the only format in which you can release data held in marriage registers. If you are asked to release data in any other format, please contact the Data Unit at GRO for further advice.

4.34 If an error is made when issuing a certificate, the certificate must be spoilt and a fresh one written. This is done by annotating the counterfoil and disposing of the certificate in a secure manner. Further guidance on this practice can be obtained from your local register office.

Register from which copies are to be made
4.35 When an error has been made in one book only, a certified copy of the entry should be made from the book containing the correct entry. The marginal error numbers will not, therefore, always run consecutively in the certified copies.

4.36 Examples of entries
Examples of marriage registration can be found in Appendix D.
5. **Corrections**

5.1 There are two types of corrections – those discovered before the entry is complete and those discovered afterwards (an entry is complete after you have signed it and added your official designation). For any error, there is a formal corrections procedure and you should not make a correction by overwriting or rubbing it out.

5.2 For any other errors or cancellation of entries, please ring GRO.

**Before the entry is complete**

*Numbered corrections*

5.3 All errors should be numbered consecutively throughout the register. When you make a correction, you should write the number of the error in figures beside it and repeat the number in words in the margin, with your initials. For example:

- If a word is incorrect, draw a line through it and write the correct word above it e.g.

  
  Column 2  
  Ann (1)  
  Anne SMITH  

  One and your initials

- If a word has been omitted, either insert a caret (^) where the word should be and write the missed out word immediately above, or if there is enough space to write the word, insert it e.g.

  
  Column 2  
  John (2)  
  Peter ^ SMITH  

  Two and your initials

  Peter John SMITH (3)

- If any group of figures is wrong you should strike through the whole group and replace with the correct figures above e.g.

  
  Column 1  
  1989 (4)  
  1988

  Four and your initials

- If one of the parties or witnesses has made an error in his or her signature, ask them to sign again and number the correction accordingly.

5.4 A numbered correction can only be made before the entry has been completed.

*Particulars transposed*

5.5 If you have transposed the particulars into the wrong columns, you should write (in pencil) in the margin of the entry “The particulars in columns….and…..inadvertently transposed” and initial it.
Errors in duplicate registers

5.6 Errors and corrections should not be repeated for the sake of uniformity, and therefore the numbering of errors may not match in both registers.

5.7 All errors as outlined above must be reproduced in quarterly certified copies.

After the entry is complete

5.8 If an error is discovered in the registers after the entry is complete, the couple may wish to have it corrected. To do this, the couple will need to complete an application form and submit to the register office in the district where their marriage took place. A fee of £90 is payable at the point of application for the consideration of the correction. The fee is non-refundable.

An example of the form and guidance notes can be found in Appendix F. The application form and guidance notes are available for the couple to download from the GOV.UK website, or be obtained from either the local register office or GRO.

5.9 There are certain legal requirements for all corrections:

- all corrections must be made in the margin, without altering the original details
- corrections must be made in the presence of the parties married OR, in their absence, in the presence of the SR and two credible witnesses
- the two witnesses should, if possible, have been present at the marriage, or they must have personal knowledge of the facts of the case
- the marginal note must be signed by the persons in whose presence it is made, and by you, along with your designation and date of the correction
- corrections must be made in both duplicate registers (if the error occurs in both); if one register has already been deposited with the SR, they will, at your request, arrange for it to be released to you
- the quarterly certified copies should also be updated; if they have already been sent to the SR, you must complete an occasional copy form and send it to GRO.

Examples of marriage corrections

5.10 Examples of marriage correction can be found in Appendix D.
6. Quarterly Certified Copies

Preparation of quarterly copies

6.1 At the end of every quarter (March, June, September and December) you must send a certified copy of every entry made in the preceding quarter, in accordance with section 57 of the Marriage Act 1949. You need to send your returns (including nil returns) to the registrar of births and deaths, and will be paid a fee by the SR for every entry made. The SR will certify and forward the returns to GRO.

6.2 If no marriages have been registered during the quarter, you will need to complete and send a ‘Nil Return’ form, available from the register office.

6.3 As the quarterly copy will be keyed by staff at GRO onto a computer to complete the national record of registrations, and for the production of certificates, it is vital that your handwriting is clear and legible. Surnames should be written in block capitals. If an entry on the return contains one or more illegible signatures, please ensure that you print the name(s) in the margin.

6.4 Your copies must be completed on the forms called “Forms to be used by authorised persons for making returns to the Registrar General” and begun on the side which has the words ‘Commence on this side’ printed at the top of the page.

6.5 When preparing your quarterly copies, please use registration ink and copy all marginal notes and error numbers exactly as they appear on the marriage entry.

Copies for each quarter to be kept separate

6.6 Only enter marriages from the same quarter onto one quarterly copy form. If an entry from a previous quarter has been missed in the last return, please use a new quarterly return sheet.

6.7 Prepare and keep copies in register order. If any entries have been inadvertently missed out, reproduce these in their proper numerical order.

6.8 Copies must be an exact copy of the marriage entry including every correction, misspelling, marginal note and number. Copies of signatures must be legible. If a signature is in foreign characters, you should add “The signature of ..................” (full name and surname) and copy it the best you can.

Register from which copies are to be made

6.9 When an error has been made in one book only, any certified copy of the entry should be made from the book containing the correct entry. The marginal error-numbers will not, therefore, always run consecutively in the certified copies.

Errors in quarterly copies

6.10 Any copying error found to have been made in the preparation of the quarterly copies should, if possible, be rectified by striking out the error made in the quarterly copy and inserting above it, the correct particulars as shown in the original entry. (This procedure applies only to the correction of copying errors made during the
preparation of quarterly copies – for guidance on correcting of errors in the register, see Chapter 5.)

**Certification of quarterly copies**

6.11 When you have completed the copies, check that they agree with the originals and then sign and add your designation to the form of certification at the bottom of the second page of each sheet. Copies will not be accepted without your signature.

6.12 You need to make sure that the date of certification is not earlier than the date of any note in the margin.

6.13 If there are two authorised persons for the building, the one who has custody of the registers (the responsible authorised person) should carry out the certification. If this person is ill or absent, an additional authorised person may stand in. If there is only one authorised person for the building and this person is ill or absent, an authorised person for another church in the same registration district may prepare the copies, amending the form of certification to show their own designation.

**Offences and penalties**

6.14 Section 76 of the Marriage Act 1949 sets out certain provisions to impose penalties on persons who refuse or neglect to register marriages, or to make and deliver the certified copies and certificates required of them, or who carelessly lose or allow damage to the registers or copies e.g. the tearing of a leaf from a register book.
7. Frequently Asked Questions

1. What do I do if I cannot get into my safe to get my registers?
A number of register offices hold emergency stock for authorised persons. If you cannot get your registers, you will need to contact the SR at one of the following districts and once you have collected them, notify GRO, Registration Supplies Unit.

- Birmingham
- Brighton and Hove
- Bristol
- Cambridgeshire (Cambridge)
- Camden
- Cardiff
- Carlisle
- Carmarthenshire (Carmarthen)
- Cornwall (St Austell)
- Darlington
- Devon (Exeter)
- Essex (Colchester)
- Gwynedd (Bangor)
- Hull
- Kent (Maidstone)
- Lancashire (Lancaster)
- Leeds
- Lincolnshire (Lincoln)
- Manchester
- Newcastle upon Tyne
- Northampton
- Norwich
- Oxfordshire (Oxford)
- Powys (Llandrindod)
- Plymouth
- Sheffield
- Shropshire (Shrewsbury)
- Somerset (Sedgemoor)
- Southampton
- Swansea

2. What do I do if I have lost the key to my safe?
See Q1 for advice as to how to access emergency registers. You will need to contact a local locksmith or the safe manufacturer for a replacement key.

3. What do I do if the building in which the marriage was to take place is unavailable?
If the building named on the notice and the superintendent registrar’s certificate is unavailable, the couple will be required to give fresh notice to marry elsewhere. This will mean that they will have to wait for a further 28 clear days before the marriage can take place.

If there are exceptional circumstances and compelling reasons, the Registrar General may consider reducing the waiting period. You should advise the couple to speak to the local superintendent registrar.

Please note that if the building should become suddenly unavailable on the day of the marriage, the marriage will not be able to take place.

4. What do I do if the building changes its name/denomination/address?

- Change of Address: If a congregation move from one building to another, the current registration is not automatically transferred. A fresh application must be made for the new building and a Form 77 'Notice of Disuse' must be completed at the same time in respect of the old building. Your district Register Office can assist you in providing forms and advice on the application process and fees involved, or you can contact GRO.

- Re-designation of current Church address: If you remain at the same Church premises, but your postal address has been re-designated, you must notify us of this change in writing. Two trustees (or members of the Church Governing Body*) for the building must write to GRO outlining the changes required.
Change of Name or Denomination: Two trustees (or members of the Church Governing Body*) of the building must write to GRO outlining the changes required.

*Please note - For Roman Catholic buildings the Bishop or the Vicar General must write to GRO outlining the changes required.

5. **What should I do if I do not have the required superintendent registrars certificates?**
   Following civil preliminaries, the superintendent registrar’s certificates will be posted to you (unless local arrangements are made for the collection of the certificates). If the certificates do not arrive you should contact the register office to confirm whether they have been issued; if the superintendent registrar confirms that they have been issued you may proceed with the marriage. The register office will forward the duplicate certificates to attach, to submit with your quarterly return.

   **What should I do with the photographic template issued by the superintendent registrar?**
   The photographs should be destroyed following the wedding using confidential disposal. If this is not possible, you should return the photographs with your quarterly copies to the superintendent registrar.

6. **What if the couple want two ceremonies on the same day?**
   There is no specific statutory provision for two marriages to be solemnized on the same day as the first marriage would become a legal impediment to the second. However couples would be able to have a religious blessing or other celebratory service of their choice following the marriage ceremony. Where the religious ceremony follows the solemnization of a marriage of a same sex couple the authorised person must ensure that the consent of the relevant governing authority to the religious reading or ceremony in the case of a marriage of a same sex couple has been obtained.

7. **What if the couple want to re-marry?**
   A couple will only be allowed to re-marry each other where there is doubt about the validity of the previous marriage. The couple would need to produce a legal opinion, setting out why there is doubt over the validity of their marriage at the time of giving notice.
Appendices

Appendix A- Flowchart- Guide to Marriage Preliminaries

Authorised Person (AP)

Guide for Marriage Preliminaries

AP is contacted by a couple who want to have a religious marriage ceremony in the registered building

AP advises that both parties will need to give notice of intention to marry and obtain a Superintendent Registrar’s certificate for marriage from a register office

AP explains that when giving notice each party will need a 7 day residence and then wait a minimum 20 days, after giving notice before they marry.

Circumstance 1
a) One or both of the parties reside in the registration district or usually worship at the registered building, and
b) Both parties are British, EEA National or a Swiss National

Yes

Parties attend the local register office(s) to where they have been residing for the last 7 days

No

Circumstance 2
a) One or both of the parties reside in the registration district or usually worship at the registered building, and
b) One or both of the parties is a non-EEA national and subject to immigration control

Yes

Both parties attend together at a designated register office.

No

Circumstance 3
A) Neither party reside in the registration district or usually worship at the registered building, and
b) Both parties are British, EEA National or a Swiss National

Yes

Either i) one of the parties sets up a 7 day residence in the registration district. Notice is given to the local register offices for both parties. NB notice must be given before the residency is broken.

or

ii) one or both parties establish a worship pattern at the registered building and then give notice at their local register office(s).

No

Circumstance 4
A) Neither party reside in the registration district or usually worship at the registered building, and
b) One or both of the parties is a non-EEA national and subject to immigration control

Yes

Either i) one of the parties sets up a 7 day residence in the registration district. Both parties attend together at a designated register office.

or

ii) one of the parties establish a worship pattern at the registered building and then both parties attend together at a designated register office.
Appendix B – Flowchart – Pre-marriage Checks

Guidance for Authorised Person - Pre-Marriage Checks and Questioning

1. Two Superintendent Registrar’s Certificates (SRC) should be presented.

2. Are the SRC dates valid?
   - YES
   - NO: Contact your local Superintendent Registrar or GRO to check if the marriage can proceed.

3. Venue correctly stated on the SRC?
   - YES
   - NO: Directly question the couple, verifying details held on SRC.

   - Directly question the couple, verifying details held on SRC.

4. Does the information agree?
   - NO: Is there an impediment to the marriage?
     - YES: Contact your local SR/GRO to check if the marriage can proceed.
     - NO: Note amendments on reverse of SRC.

5. Can the marriage proceed?
   - YES: Proceed with the marriage ceremony.
   - NO: Can the marriage proceed?
     - YES
     - NO: Do not proceed with the marriage until matter resolved with SR/GRO.
### Appendix C - Useful Contact Details

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRO</td>
<td>General Register Office Smedley Hydro, Trafalgar Road Southport Merseyside PR8 2HH Tel: 0300 123 1837 Email: <a href="mailto:GROcasework@gro.gsi.gov.uk">GROcasework@gro.gsi.gov.uk</a></td>
<td></td>
</tr>
<tr>
<td>GRO Data Unit</td>
<td></td>
<td>Tel: 0151 471 4833 Email: <a href="mailto:gro.fdu@gro.gsi.gov.uk">gro.fdu@gro.gsi.gov.uk</a></td>
</tr>
<tr>
<td>GRO, Registration Supplies Unit</td>
<td></td>
<td>Tel: 0151 471 4655/4247/4275 Email: <a href="mailto:registration.supplies@gro.gsi.gov.uk">registration.supplies@gro.gsi.gov.uk</a></td>
</tr>
<tr>
<td>Ecclesiastical Stationery Supplies</td>
<td></td>
<td>1 Rookwood Way, Haverhill, Suffolk, CB9 8PB Tel: 01440 703303</td>
</tr>
<tr>
<td>Forced Marriage Unit, Foreign &amp; Commonwealth Office</td>
<td>0207 008 0151</td>
<td><a href="http://www.gov.uk/forced-marriage">www.gov.uk/forced-marriage</a></td>
</tr>
</tbody>
</table>
Appendix D – Examples of Documents and Forms – SR’s Certificate for Marriage

CERTIFICATE FOR MARRIAGE
Pursuant to the Marriage Act 1949

Superintendent Registrar of the district of .................................................................
certifies that on the ........................................... notice was given by ................................................................. and duly entered in the Marriage Notice Book of the said district of the marriage intended to be solemnized between the parties hereinafter named and described.

<table>
<thead>
<tr>
<th>Name and surname (1)</th>
<th>Age (2)</th>
<th>Condition (3)</th>
<th>Occupation (4)</th>
<th>Place of residence (5)</th>
<th>Period of residence (6)</th>
<th>Church or other building or residence in which the marriage is to be solemnized (7)</th>
<th>Nationality and district of residence (8)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The issue of this certificate has not been forbidden by any person authorised to forbid the issue thereof.

Date of issue.................................................................

Note: This certificate will be void if the marriage is not solemnized within ** one month/three months/twelve months from the date of entry of notice given above (See ¶).

The marriage must be solemnized on or before .................................................................

* The Serial No. in the Marriage Notice Book must be entered in this space.
† When the marriage has been solemnized the No. of the Entry in the Marriage Register Book must be entered in this space.

First party’s father’s name:
Second party’s father’s name:

**Delete whichever does not apply

Form 262

32
Appendix D – Examples of Documents and Forms – SR’s Certificate for Marriage (cont.)

These instructions are issued in accordance with section 31(5) of the Marriage Act 1949

Instructions for the solemnization of a marriage in a registered building without the presence of a registrar

1. This marriage must take place in the registered building named in the superintendent registrar’s certificates for marriage, and nowhere else.

2. The authorized person duly appointed for the registered building named in the certificates, or an authorized person for some other registered building in the same registration district, must be present at the marriage.

3. At least two witnesses must also be present, and the doors of the registered building must be open. (The doors need not be actually open provided they are not so closed as to prevent persons from entering that part of the building in which the marriage is solemnized).

4. Each certificate issued by a superintendent registrar as the legal authority for the marriage must be delivered to the authorized person in whose presence the marriage is to be solemnized. Unless these certificates are in his possession the authorized person must on no account allow the marriage to take place.

5. It is essential to the validity of the marriage that in some part of the ceremony (and in the presence of witnesses and the authorized person) each of the parties makes a declaration in one of the following forms:

   (a) by saying “I do solemnly declare that I know not of any lawful impediment why I [name] may not be joined in matrimony to [name]”; or

   (b) by saying “I declare that I know of no legal reason why I [name] may not be joined in marriage to [name]”; or

   (c) by replying “I am” to the question put to them successively “Are you [name] free lawfully to marry [name]?”, and that each of them says to the other one of the following forms of words of contract:

   (a) “I call upon these persons here present to witness that I [name] do take thee [name] to be my lawful wedded wife (or husband)”; or

   (b) “I [name] take you (or thee) [name] to be my wedded wife (or husband).”

6. These declaratory and contracting words must be said in the presence of the authorized person acting on the occasion and of the witnesses to the marriage.

7. Immediately after the marriage is solemnized the authorized person must register all the particulars prescribed by law in the duplicate marriage register books of the registered building in which the marriage has taken place, the entry in both books must be signed by the parties married, by at least two witnesses and by the authorized person.

8. After the registration of the marriage a certified copy of the entry thereof may be obtained from the authorized person on payment of the prescribed fee.
## Appendix D – Examples of Documents and Forms – Registration Example 1

Marriage by Certificate performed by an authorised person for the building in which marriage takes place

### 2010 Marriage solemnized at the Siri Guru Singh Sabha Sikh Temple, Woodland Avenue in the District of Slough in the County of Berkshire

<table>
<thead>
<tr>
<th>No.</th>
<th>When married</th>
<th>Name and surname</th>
<th>Age</th>
<th>Condition</th>
<th>Rank or profession</th>
<th>Residence at the time of marriage</th>
<th>Father’s name and surname</th>
<th>Rank or profession of father</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Eleventh January 2010</td>
<td>Ashok MAHAY</td>
<td>29 years</td>
<td>Widower</td>
<td>Machine Operator (Metal Box factory)</td>
<td>262 Stratford Road Slough SL1 3NN</td>
<td>Tarsem LAL</td>
<td>Farmer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bimla Devi JAKHU</td>
<td>20 years</td>
<td>Single</td>
<td></td>
<td>56 Stoney Place Slough SL2 4PT</td>
<td>Dass RAM</td>
<td>Foundry Worker</td>
</tr>
</tbody>
</table>

Married in the Siri Guru Singh Sabha Sikh Temple according to the rites and ceremonies of the Sikhs by Certificate

This marriage was solemnized between us, { A.Mahay BD Jakhu } in the presence of us, { RD Chopra Amerjit Uppal } And in the presence of Inderjit Singh Authorised Person for said Temple
## Appendix D – Examples of Documents and Forms – Registration Example 2

Marriage by Certificate performed by a minister who is not an authorised person for any registered building in the district and in the presence of an authorised person for the building in which the marriage takes place.

### 1010 Marriage solemnized at The Methodist Chapel, Alma Road District of Sefton in the Metropolitan District of Sefton in the

<table>
<thead>
<tr>
<th>No.</th>
<th>When married</th>
<th>Name and surname</th>
<th>Age</th>
<th>Condition</th>
<th>Rank or profession</th>
<th>Residence at the time of marriage</th>
<th>Father’s name and surname</th>
<th>Rank or profession of father</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Fourth January 2010</td>
<td>Howard Andrew JACKSON</td>
<td>26 years</td>
<td>Single</td>
<td>Civil Engineer</td>
<td>39, Cheyney Walk Southport PR9 8JN</td>
<td>Joseph JACKSON</td>
<td>Timber Merchant (retired)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elizabeth Alison Mary WILLIAMS</td>
<td>22 years</td>
<td>Single</td>
<td>Estate Agent</td>
<td>49 Buxton Walk Southport PR8 2GG</td>
<td>Harold Edwin WILLIAMS (deceased)</td>
<td>Haulage Contractor</td>
</tr>
</tbody>
</table>

Married in the Methodist Chapel according to the rites and ceremonies of the Methodist Church by Certificate

This marriage was solemnized between us, { H.A. Jackson, E.A.M. Williams } in the presence of us, { J. Jackson, A. Williams } and in the presence of { James Baxter, Richard J. Evans } Minister, Authorised Person for the said Chapel
Appendix D – Examples of Documents and Forms – Registration Example 3

Marriage by Certificate performed by a minister who is not an authorised person for any registered building in the district and in the presence of an authorised person for another building in the district

2010 Marriage solemnized at The West Croydon Baptist Chapel in the London Borough of Croydon

<table>
<thead>
<tr>
<th>No.</th>
<th>When married</th>
<th>Name and surname</th>
<th>Age</th>
<th>Condition</th>
<th>Rank or profession</th>
<th>Residence at the time of marriage</th>
<th>Father’s name and surname</th>
<th>Rank or profession of father</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Twenty-fifth January 2010</td>
<td>David James SMITHSON</td>
<td>45  years</td>
<td>Previously married at West Croydon Baptist Chapel on 21st May 1969. Marriage dissolved on 1st July 1989</td>
<td>Construction Engineer</td>
<td>25 Upton Road, Bromley BR1 2JJ</td>
<td>James SMITHSON (deceased)</td>
<td>Builder’s Merchant (retired)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emma Louise SMITHSON</td>
<td>43  years</td>
<td></td>
<td></td>
<td>25 Upton Road Bromley BR1 2JJ</td>
<td>Harold JEFFRIES</td>
<td>Carpenter</td>
</tr>
</tbody>
</table>

Married in the West Croydon Baptist Chapel according to the rites and ceremonies of the Baptists by Certificate

This marriage was solemnized between us, {D.J. Smithson E.Smithson} in the presence of us, {W. Smithson J. Smithson} And in the presence of B.Butterworth Minister A.Pearson Authorised Person for the said Methodist Chapel, Croydon
### 2010 Marriage solemnized at the Methodist Chapel, Union Street in the District of Kent in the County of Kent

<table>
<thead>
<tr>
<th>No.</th>
<th>When married</th>
<th>Age</th>
<th>Condition</th>
<th>Rank or profession</th>
<th>Residence at the time of marriage</th>
<th>Father’s name and surname</th>
<th>Rank or profession of father</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Fifteenth February 2010</td>
<td>28 years</td>
<td>Single</td>
<td>Heavy Goods Vehicle Driver</td>
<td>47 High Street, Maidstone ME15 2UL</td>
<td>Wilfred JOHNSON</td>
<td>Silk Merchant (Wholesale)</td>
</tr>
<tr>
<td></td>
<td>Robert Peter JOHNSON</td>
<td></td>
<td>(1) Singel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jennifer JAMIESON</td>
<td>24 years</td>
<td>Single</td>
<td>Sewing Machinist</td>
<td>2 Market Street, Maidstone ME16 3HH</td>
<td>Harold JAMIESON</td>
<td>Builder’s labourer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>JAMIESON (2)</td>
<td></td>
</tr>
</tbody>
</table>

Married in the Methodist Chapel according to the rites and ceremonies of the Methodist Church by Certificate

This marriage was solemnized between us, \{ Robt.P.Johnson J. Jamieson \} in the presence of us, \{ W. Johnson H. Jamieson \} and in the presence of \{ Authorised Person for the said Chapel \}
### Appendix D – Examples of Documents and Forms – Discrepancy Between Column 2 & Signature Example

Correction after discrepancy between column 2 and the signature of the man

<table>
<thead>
<tr>
<th>No.</th>
<th>When married</th>
<th>Name and surname</th>
<th>Age</th>
<th>Condition</th>
<th>Rank or profession</th>
<th>Residence at the time of marriage</th>
<th>Father’s name and surname</th>
<th>Rank or profession of father</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>Twenty fifth January 2010</td>
<td>James BROWN</td>
<td>26 years</td>
<td>Single</td>
<td>Bank Clerk</td>
<td>44 Willow Walk Worcester WR5 2QZ</td>
<td>Donald BROWN</td>
<td>Grocer (retired)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Angela Mills</td>
<td>25 years</td>
<td>Single</td>
<td>Bank Clerk</td>
<td>33 Malvern Way Worcester</td>
<td>Walter MILLS (deceased)</td>
<td>Railway Porter</td>
</tr>
</tbody>
</table>

Married in the **Worcester Chapel** according to the rites and ceremonies of the **Latter Day Saints** by Certificate

This marriage was solemnized between us:

\[
\{ J A Brown \} \quad \{ A Mills \} \quad \{ Alan Brown \} \quad \{ Belinda Brown \} \quad \{ William Davies \}
\]

and in the presence of

\[
\{ J A Brown \} \quad \{ Alan Brown \} \quad \{ Belinda Brown \} \quad \{ William Davies \}
\]

in the presence of

\[
\{ A Mills \} \quad \{ Belinda Brown \} \quad \{ A Mills \} \quad \{ Belinda Brown \}
\]

in the presence of

\[
\{ William Davies \} \quad \{ Authorised Person for the said Chapel \} \quad \{ William Davies \} \quad \{ Authorised Person for the said Chapel \}
\]

Married in the **Worcester Chapel** according to the rites and ceremonies of the **Latter Day Saints** by Certificate

This marriage was solemnized between us:

\[
\{ J A Brown \} \quad \{ A Mills \} \quad \{ Alan Brown \} \quad \{ Belinda Brown \} \quad \{ William Davies \}
\]

and in the presence of

\[
\{ J A Brown \} \quad \{ Alan Brown \} \quad \{ Belinda Brown \} \quad \{ William Davies \}
\]

in the presence of

\[
\{ A Mills \} \quad \{ Belinda Brown \} \quad \{ A Mills \} \quad \{ Belinda Brown \}
\]

in the presence of

\[
\{ William Davies \} \quad \{ Authorised Person for the said Chapel \} \quad \{ William Davies \} \quad \{ Authorised Person for the said Chapel \}
\]
## Appendix D – Examples of Documents and Forms – Inadvertently Transposed

**Correction where the particulars have been inadvertently transposed**

<table>
<thead>
<tr>
<th>No.</th>
<th>When married</th>
<th>Name and surname</th>
<th>Age</th>
<th>Condition</th>
<th>Rank or profession</th>
<th>Residence at the time of marriage</th>
<th>Father’s name and surname</th>
<th>Rank or profession of father</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>First February 2010</td>
<td>Thomas William SMITH</td>
<td>30 years</td>
<td>Solicitor</td>
<td>Single</td>
<td>27 Westwood Street, Chippenham SN15 3GG</td>
<td>Henry SMITH</td>
<td>Mechanical Engineer Motor Works</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diane Jayne WILSON</td>
<td>28 years</td>
<td>Single</td>
<td>Solicitor</td>
<td>33 East Street Chippenham SN16 2PL</td>
<td>Edward WILSON</td>
<td>Brewer’s Traveller</td>
</tr>
</tbody>
</table>

Married in the **Congregational Church** according to the rites and ceremonies of the **Congregationalists** by **Certificate**

This marriage was solemnized between us 

\{ T.W Smith \\
D. J. Wilson \} in the presence of us, 

\{ H. Smith \\
M. J. Smith \} and in the presence of Sydney Hooper 

Authorised Person for the said Church
Appendix D – Examples of Documents and Forms – Correction to Name Witnessed by SR and Two Witnesses

The man discovered that the surname of his father as recorded in the entry of his birth differs from that by which he was known at the time of the marriage and in which he was rightly married. The parties married having left the neighbourhood; the correction is made by the AP in the presence of the SR and two witnesses, one of whom was the man’s brother, the other having been present at the marriage.

<table>
<thead>
<tr>
<th>No.</th>
<th>When married</th>
<th>Name and surname</th>
<th>Age</th>
<th>Condition</th>
<th>Rank or profession</th>
<th>Residence at the time of marriage</th>
<th>Father’s name and surname</th>
<th>Rank or profession of father</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Twenty ninth February 2010</td>
<td>Geoffrey Alan BLACKBOURN</td>
<td>26 years</td>
<td>Single</td>
<td>Solicitors Clerk</td>
<td>34 Clifton Avenue, Bristol BS1 2FH</td>
<td>Charles BLACKBOURN (deceased)</td>
<td>Cotton Merchant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patricia Anne PRESTON</td>
<td>25 years</td>
<td>Single</td>
<td>Secretary</td>
<td>2 Southmeads Road, Bristol BS2 9XJ</td>
<td>James PRESTON</td>
<td>Machine Operator</td>
</tr>
</tbody>
</table>

Married in the Kingdom Hall according to the rites and ceremonies of the Jehovah’s Witness by Certificate

This marriage was solemnized between us, \{ G A Blackbourn \\ P A Preston \} in the presence of us, \{ Wm Blackbourn \\ E Smithson \} and in the presence of Edwin Young Authorised Person for the said Hall
Appendix D – Examples of Documents and Forms Certificate of No Impediment (Scotland)

CERTIFICATE OF NO IMPEDIMENT
(SECTION 7 OF THE MARRIAGE (SCOTLAND) ACT 1977)

Name………………………………………………………………………………………………………………

Address……………………………………………………….Postcode……………………

The above applicant has supplied me the following information concerning his or her intended marriage.

<table>
<thead>
<tr>
<th></th>
<th>Bridegroom</th>
<th>Bride</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Forename(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Surname(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Date of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Nationality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Country of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Country of residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Place of usual residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Marital or civil partnership status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Date of proposed marriage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Place of proposed marriage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that
- the applicant has met the legal requirements of the law of Scotland as set out in the Marriage (Scotland) Act 1977;
- the applicant is not known to me to be subject to any legal incapacity under the law of Scotland which would prevent the applicant from marrying;
- it appears to me that there is NO IMPEDIMENT to the proposed marriage as far as the applicant is concerned.

Signature………………………………………………………………………………………………………………

Registrar for the District of…………………………………………………………………………………………..in Scotland

THIS CERTIFICATE IS VALID FOR THREE MONTH FROM……………………………………………………….
Appendix E  List of European Economic Area (EEA) Countries:

Austria
Belgium
Bulgaria
Croatia
Cyprus (but not the Turkish Republic of Northern Cyprus)
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Irish Republic
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Romania
Slovak Republic
Slovenia
Spain
Sweden
Switzerland (Switzerland is treated as an EEA country for these purposes)
Appendix F - Marriage Correction Application Form & Guidance Notes

Application form to correct the details of a Marriage Registration

Before completing this form please read:
'How to apply for a correction to a marriage registration'
This can be obtained from any register office or at www.gov.uk

A fee of £90 is payable to the register office where the marriage took place for an application to correct a marriage registration.
This is a consideration fee, as such, is non-refundable. The fee must be paid at the point of application.

The General Register Office recommends that you check with the place of marriage or in the case of a civil ceremony, the register office where the marriage took place, to confirm that the error exists in the marriage register held there.

We will only accept an application from the parties to the marriage. If neither party is still alive we are unable to correct the entry in the register.

1.0 Details of the parties married:

1.1 Your details:  

Title
Forenames
Surname
Current address
Contact tel. no.
Email

We may need to contact you, how would you prefer to be contacted? Please tick one.

E-mail
Telephone
Post

1.2 Other party's details:

Title
Forenames
2.0 Marriage details

We will need to see a copy of your marriage certificate to check that the error occurs in the marriage register(s) and is not simply a copying error. Please tick the box to indicate a copy enclosed.

Yes [ ]

2.1 If you were married in the Church of England or Wales please ask the vicar at the church to complete the declaration below:

Title ___________________________ Initials ________________
Surname ___________________________
Current address ________________________________________________

I confirm I am happy to carry out a correction to the said marriage entry on the authority of the Registrar General.

Signature: ___________________________ Date: ___________________________
3.0 Details of the error(s) and the correction(s) to be made to your marriage registration.
Please clearly explain in the boxes below what is wrong and what the correct details are:

3.1 Error as it is shown on the certificate  3.2 The correct details to be shown

3.3 Please confirm that you have checked your certificate and that all errors have been identified and noted above. Yes

4.0 Before the correction can be authorised you will need to provide evidence that an error has been made.

These documents should be valid or dated within the 3 months prior to the date of the marriage.

It is not possible to list every example of acceptable evidence, but it should be an official document which shows the correct information. Examples will include:

passport  bank/building society statement
identity card  utility bill
photocard driving licence  credit card statement
letter from a government department  letter from a hospital/doctor

Please do not send original documents; photocopies which have been certified by a professional or reputable person as a true copy of the original will be accepted. We cannot accept photographs of original documents. A list giving examples of suitable persons can be found at:

If you are taking the application to a Register Office and paying in person then the Register Office should be able to certify your documents as a true copy of the original which means you can retain your original documentation.

4.1 Please tick the box to confirm that evidence to support the correction is enclosed

Yes

If you cannot send any evidence of an error having occurred, then normally a correction will not be possible. Further advice can be obtained by calling 0300 123 1837

5.0 Usually the parties to the marriage will witness the correction.
If either party to the marriage is unable to witness the correction, they can appoint a witness to act on their behalf. If one party is deceased/absent a second witness will need to be appointed. Whoever witnesses the correction will be required to attend at either the place of marriage or the local register office where the marriage took place.
5.1 Who will witness the correction? Please select **one** option only:

<table>
<thead>
<tr>
<th></th>
<th>Box</th>
<th>Box</th>
<th>Box</th>
<th>Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both parties to the</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>marriage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You and a witness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other party to the</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>marriage and a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>witness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two witnesses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Witness 1. name and address (if applicable)  
Witness 2. name and address (if applicable)

6.0 Declaration - to be completed by both parties to the marriage (if applicable)

I confirm that I am happy for the correction to be made and I understand that it will take the form of a note in the margin of the marriage register.

I acknowledge that the fee paid is for the consideration of my application and that, should sufficient evidence not be available, the correction will not be authorised.

**Party 1 Signature:**

**Party 2 Signature:**

**Date:**

**Date:**

6.1 If you are the only applicant, please give the reason for this below:

**Reason:**
7.0 Checklist for Superintendent Registrar

7.1 Application form fully completed

Yes ☐

7.2 Marriage certificate enclosed

Yes ☐

7.3 Civil marriage entry or duplicate religious marriage entries enclosed

Yes ☐

7.4 Evidence enclosed

Yes ☐

7.5 Fee paid

Yes ☐

Print Name: ___________________________ Signature: ___________________________

Register Office: ___________________________ Contact No.: ___________________________

Date: ___________________________

Please take or send your application form and documentary evidence to the register office for the area where the marriage was registered. You can ring GRO on 0300 123 1837 who can also confirm where your application needs to be sent.

The local register office will be able to advise you on which fee will apply for consideration of the correction.

For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies.

Fair Processing Notice

By completing this form you agree to the General Register Office contacting you in relation to your application as well as to ask if you are satisfied with our services.

The General Register Office is part of Her Majesty’s Passport Office.
How to apply for a correction to a marriage registration

1. General Information

A fee of £90 is payable for an application to correct a marriage registration. This is a consideration fee, as such, is non-refundable. The fee must be paid at the point of application.

A correction can only be made when the information recorded in the marriage register or conversion register is wrong. The registration cannot be corrected to show new information if circumstances have changed since the registration was made.

To establish if the error is in the original entry and not just on the certificate, you will need to contact either:

- the register office where your civil marriage took place, or
- the vicar, authorised person, marriage secretary or registering officer who registered your religious marriage, or
- the register office where your civil partnership was converted to a marriage

2. How do I apply for a correction?

You can download an application form from www.gov.uk/correct-marriage-registration/how-to-apply, you should then contact the register office in the area where your marriage took place to check how the fee will be taken and how your application will be processed.

3. Who can apply for a correction?

Either party to the marriage* can apply, however both parties must be aware that the correction is being made. If both parties are no longer alive, we will not be able to correct the entry in the register.

5. What does a correction look like?

The original information will always be shown as it was first given at the time of the registration, but a note will be written in the margin of the register explaining what the correct information should be and the date on which the correction was made. All certificates issued afterwards will include this note.

6. Do I need to prove that the information contained in the marriage certificate is wrong?

You will need to show that the information originally given at the time of marriage was wrong. You should provide a copy of the marriage* certificate and produce document(s) which show the correct information. These documents should be valid or dated within the 3 months prior to the date of the marriage*. Please see the application form for a list of suitable documents.
If you cannot provide any evidence of an error having occurred, then normally a correction will not be possible. Further advice can be obtained by calling 0300 123 1837

7. Do I need to send in original documents?

If sending the application by post and paying for the service over the phone, please do not send original documents with your application form. You should only send in photocopies of documents which have been certified by a professional or reputable person as true copies of the originals. A list giving examples of suitable persons can be found at:

https://www.gov.uk/countersigning-passport-applications

Acceptable certifiers are listed under the heading "Occupations".

The person certifying the photocopies must not be related by birth or marriage* to the applicant(s), be in a personal relationship with them or live at the same address. The certifier should:

- include the words - "Certified to be a true copy of the original seen by me"
- sign the photocopy
- print their name
- confirm their occupation
- add their address and telephone number

If you are taking the application to a Register Office and paying in person then the Register Office should be able to certify your documents as a true copy of the original which means you can retain your original documentation.

GRO reserves the right to ask you to submit the original document if needed.

GRO and the local registration service will confidentially destroy all certified copies submitted unless specifically asked to return them.

8. Do I have to be there when the registration is corrected?

A correction to a marriage* entry must be witnessed by either:

- both parties to the marriage*, or
- two witnesses nominated by the parties to the marriage.

The witnesses do not need to have been present at the time of marriage* but they do need to be have knowledge of the information which is being corrected.

9. How long will it take for my marriage registration to be corrected?

If there are no problems with your application, you can expect the paperwork authorising the correction to be sent out within 25 working days of receipt of your documentation by GRO. If GRO needs more information or if you need to submit more paperwork, each further reply may take up to 25 working days to review.

However, you should be aware that, in exceptional circumstances, it may not always be possible
to meet these targets.

If a correction is authorised, the parties to the marriage* and the person holding the register will then need to agree a convenient time for the correction to be made.

10. Where can I find out more?

You can contact either the religious building or the register office where the marriage* took place. They will be happy to explain what you need to do.

Alternatively, you can telephone GRO, who will advise you on your individual circumstances and how to apply for a correction.

Our contact details are:
Address: GRO Casework Team, PO Box 476, Southport, PR8 2WJ
Phone: 0300 123 1837
E-mail: GROcasework@gro.csi.gov.uk
Internet: Go to www.gov.uk/correct-marriage-registration to find the forms to download

The information contained in this leaflet is based on the Marriage Act 1949 & the Marriage (Same Sex Couples) Act 2013, but is not a full statement of the law.

*For the purpose of this form “marriage” refers to a marriage which has been entered in a marriage register in accordance with the Marriage Act 1949, or entered in a conversion register in accordance with the Marriage of Same Sex Couples (Conversion of Civil Partnership) Regulations 2014.

For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies

The General Register Office is part of Her Majesty’s Passport Office.
## Appendix G - Marriage Registration: Change of Contact Form for Religious Authorised Persons

Marriage Registration: Change of contact details form for religious authorised persons

Please only use this form to notify the General Register Office and your local registration service of changes to your contact details. (name/address/telephone/e-mail address). DO NOT use this form to notify us of changes to your post or position.

Please complete ALL previous details inserting N/A (Not Applicable) where details have not changed

### Section 1 - Your Name

<table>
<thead>
<tr>
<th>Previous title</th>
<th>New title</th>
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</table>

<table>
<thead>
<tr>
<th>Previous surname</th>
<th>New surname</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Previous forename</th>
<th>New forename</th>
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</thead>
<tbody>
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</tbody>
</table>

### Section 2 - Address

<table>
<thead>
<tr>
<th>Previous address</th>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Town: [ ]

Postcode: [ ]

<table>
<thead>
<tr>
<th>New address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Town: [ ]

Postcode: [ ]

### Section 3 - Authorised Persons Details

<table>
<thead>
<tr>
<th>Previous telephone number</th>
<th>New telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 4 - E-mail address

<table>
<thead>
<tr>
<th>Previous e-mail address @</th>
<th>New e-mail address @</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Section 5 - Sign and date

Signature: [ ]

Date: [ ]

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Section 6 - Please make 2 copies of the form and send one completed form to the Registrar General by e-mail: GROCasework@gro.gsi.gov.uk or by post to: PO Box 476, General Register Office, Southport, Merseyside PR8 2WJ and send one completed form to your local Register Office for their records. This is in accordance with instructions in the Authorised Person Guidebook.

For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies.

AP2
Appendix G - Marriage Registration: Change of Contact Form for Religious Authorised Persons – Guidance Notes

**Guidance Notes**

- This form is only to be completed by a person who has been appointed by their religious building to register marriages.

- **Marriage Number** - This number is allocated to the religious building when it has been duly registered for the solemnisation of religious marriages. The number can be found on the top left hand corner of the “Superintendent registrar’s certificate of the registry of a building for the solemnisation of marriages therein” which is issued when the religious building has been registered with the General Register Office.

For further information please contact the General Register Office using one of the following options:

**Email:** GROCasework@gro.gsi.gov.uk

**Telephone:** 0300 123 1837

Full details of the responsibilities and duties of an Authorised Person are contained in the booklet Guidebook for Authorised Persons which is available to download from www.gov.uk.

Alternatively you can request a copy by e-mailing the General Register Office at:

GROCasework@gro.gsi.gov.uk

A copy of the guidebook should already be held with the marriage registers where an Authorised Person has previously been appointed to the religious building. Please check that you are working from the most up to date version of the guidance.

All Authorised Persons must acquaint themselves with this guidebook in order that they carry out their required roles and responsibilities completely and accurately.