

PARTICULARS OF APPLICATION FOR A COMMON MARRIAGE LICENCE

EXPLANATORY NOTES:

1. This document is NOT a valid Marriage Licence. An affidavit in support of your application must be sworn once the application is approved. This application form does not need to be used in every case of a Marriage Licence. It should be used when either or both parties are non-EEA or Swiss nationals or on the advice of the Diocesan Registrar.
2. The minister who is responsible for the church in which the marriage is proposed to take place should normally countersign this form. If a different minister than the one who has signed this form is to solemnise the marriage please provide his or her full name and address.
3. Copies of the parties' passports should be included with the application form and endorsed by the minister who has countersigned the application to say that he or she has seen the originals. The wording is 'certified to be a true and exact copy of the original document,[name of member of the clergy][vicar/priest-in-charge etc. of...]'.
4. If either party is a foreign national other than a citizen of the EEA or Switzerland, the USA and certain Commonwealth Countries (Canada, Australia and New Zealand) enquiries should be made of the appropriate Government Department, Embassy or Consulate seeking confirmation that the party's marriage in the Church of England (which is recognised in UK law) will be recognised by the Country in question. Whenever possible the results should be attached to the application. In every case where one or both parties is a foreign national or are living overseas they should also investigate how to register their marriage in their home country.
5. In addition if one or both of the parties is subject to immigration control (principally all nationals who are not citizens of European Economic Area countries) then a marriage visa (or working or student visa if applicable) should also be produced. If one or both of the parties is subject to immigration control but does not have leave to remain in the country or leave to visit the country for the purpose of marrying then evidence should be produced (such as copies of all correspondence with the Home Office) of what steps that person or persons is taking to regularise his or her position. It should be noted that applicants should normally regularise their immigration position before proceeding to apply for a Marriage Licence but that there will be circumstances where the application may be made in advance provided that: the applicants have taken all reasonable efforts to resolve their immigration position, they have considered the possible consequences of marrying without having leave to remain (eg what will happen if one party is deported), and are entering into the marriage in good faith.
6. If either party has been previously married or contracted a civil partnership it must be stated how the marriage/partnership was ended with dates and the certificate of death/divorce/annulment/dissolution should be attached. The minister should follow the guidance in the House of Bishops' "Advice to clergy" and the additional form (available from www.churchofengland.org/media/1162432/leafletforenquirers.pdf) be completed. A copy of the consent of the Bishop of Liverpool to the granting of a licence must be attached.
7. If it is clear from this application that you qualify for a Marriage Licence in the stated church the Registry will contact you or the minister who has countersigned the application to instruct you to see a surrogate for marriages (a person appointed to administer the affidavit – the legal document containing details of your application) at an appointment in the 3 months preceding the date of the proposed marriage date.
8. It is recommended that this application should not be submitted to the Registry more than 12 months before the proposed date of the wedding to avoid information provided becoming obsolete. You should inform the surrogate if any details of the application have changed (such as change of address).
9. The current licence fee is £125 but no fee is payable at the application stage.

(PRINT in block letters in black ink)

PROPOSED DATE OF MARRIAGE:

CHURCH WHERE MARRIAGE IS PROPOSED TO TAKE PLACE:

NAME AND ADDRESS OF THE MINISTER IN CHARGE OF THE CHURCH IN WHICH THE MARRIAGE IS PROPOSED TO TAKE PLACE:

(see Note 2)

		<u>MAN</u>	<u>WOMAN</u>
a	NAMES IN FULL		
b	ADDRESS IN FULL (please attach proof of address)		
c	COUNTY/LONDON BOROUGH OF RESIDENCE		
d	PARISH OF RESIDENCE		
e	OCCUPATION		
f	TELEPHONE No/E-MAIL		
g	NATIONALITY see notes 4 and 5		
h	PASSPORT NUMBER please attach a copy of passport see note 3		
i	AGE LAST BIRTHDAY		
j	DATE OF BIRTH		
k	STATUS - ARE YOU SINGLE? (i.e. NEVER MARRIED BEFORE?)		
l	HAVE EITHER OF YOU BEEN PREVIOUSLY MARRIED OR CONTRACTED A CIVIL PARTNERSHIP? If so please give full details - see note 6		
m	HAVE YOU BEEN BAPTISED? WHERE AND WHEN? If only one or neither party is baptised, that person must state that he/she does not reject the Christian Faith and desires a Christian service of marriage		
n	ON WHICH LEGAL GROUND ARE YOU RELYING IN ORDER TO BE MARRIED IN THE PARISH i.e. residence in the parish, electoral roll membership, or having a qualifying connection - please attach proof		

See overleaf

o	DO YOU HAVE PERMISSION (OR THE RIGHT) TO LIVE INDEFINITELY IN THE UK?		
p	ARE YOU SATISFIED THAT YOUR MARRIAGE IN THIS COUNTRY WILL BE RECOGNIZED IN YOUR COUNTRY OF RESIDENCE (IF LIVING OVERSEAS) AND COUNTRY WHERE YOU ARE A CITIZEN? see note 4		
q	IF YOU HAVE ANSWERED NO TO QUESTION P, PLEASE SET OUT YOUR REASONS FOR BEING CONTENT TO PROCEED		

The application should be submitted by the minister who is to solemnize the marriage. The following are attached in support of the application – please tick

Copy passports

Evidence of address of both parties

Evidence that marriage will be recognised in foreign country, if applicable (see note 4)

Copy visa and Home Office papers & correspondence, if applicable (see note 5)

Evidence of having a qualifying connection with the parish of marriage (if not resident or on the church electoral roll)

Bishop's letter and divorce documentation (if applicable) (see note 6)

WE HEREBY CONFIRM that the above is true and correct

Applicants' Signatures

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I HEREBY CERTIFY that I believe the contents of this application to be true and accurate, and am willing to officiate or authorise another minister to officiate, in the church indicated, and on the date indicated

Signature of the minister who is in charge of the church where the marriage is proposed to take place

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PLEASE RETURN the completed form with appropriate attachments as listed to The Registrar, The Bishop of Liverpool's Registry, 1 The Sanctuary, Westminster, London SW1P 3JT.

DATA PROTECTION NOTICE

As Registrar of the Diocese of Liverpool I will use any of the information that you give to me to ascertain that you are eligible for a Marriage Licence. I will not use such information for an unconnected purpose without your permission. I may share information supplied in this application with the UK Border Agency and law enforcement authorities generally insofar as it is necessary to ascertain that the information is genuine and reliable.

To help me maintain a record of your application in the event that the marriage licence is later challenged or a charge of dishonesty is made against you I will have to keep any information supplied to me after your application has been considered.

If any of the information you have given me is sensitive or personal under the Data Protection Act 1998, by accepting this procedure you have consented to me holding that information.

You can apply to me for a copy of your information (for which I may charge a fee) in order to have any mistakes corrected.