Guidebook for The Clergy
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Marriage</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1 General</strong></td>
<td></td>
</tr>
<tr>
<td>• Roles and responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>• The Marriage Document</td>
<td>6</td>
</tr>
<tr>
<td>• Issuing of the Marriage Document</td>
<td>6</td>
</tr>
<tr>
<td>• The Marriage Schedule</td>
<td>6-7</td>
</tr>
<tr>
<td>• Where one or both parties are subject to immigration control</td>
<td>7-8</td>
</tr>
<tr>
<td>• Hours and place of marriage</td>
<td>8</td>
</tr>
<tr>
<td>• Restrictions on marriage</td>
<td>9</td>
</tr>
<tr>
<td>• Access</td>
<td>9</td>
</tr>
<tr>
<td>• Witnesses</td>
<td>9</td>
</tr>
<tr>
<td>• Missing or stolen safe or schedules</td>
<td>9-10</td>
</tr>
<tr>
<td>• Ink</td>
<td>10</td>
</tr>
<tr>
<td><strong>2 Preliminaries</strong></td>
<td></td>
</tr>
<tr>
<td>• Preliminaries to Marriage</td>
<td>10</td>
</tr>
<tr>
<td>• Ecclesiastical Preliminaries</td>
<td>10</td>
</tr>
<tr>
<td>• Superintendent Registrar's Schedule in lieu of Ecclesiastical Preliminaries</td>
<td>10-11</td>
</tr>
<tr>
<td>• Nationality requirements</td>
<td>11</td>
</tr>
<tr>
<td>• Non-Relevant Nationals</td>
<td>11-12</td>
</tr>
<tr>
<td>• Evidence of being a Relevant National</td>
<td>11-12</td>
</tr>
<tr>
<td>• Evidence of current use of name</td>
<td>12-13</td>
</tr>
<tr>
<td>• Giving notice of intent to marry</td>
<td>13</td>
</tr>
<tr>
<td>• Qualifying connection</td>
<td>13-14</td>
</tr>
<tr>
<td>• Notice Period</td>
<td>14</td>
</tr>
<tr>
<td>• One party resident in Scotland</td>
<td>14</td>
</tr>
<tr>
<td>• One party resident in Ireland</td>
<td>14</td>
</tr>
<tr>
<td>• Publication of banns - service personnel</td>
<td>15</td>
</tr>
<tr>
<td>• Publication of banns on board HM ships</td>
<td>15</td>
</tr>
<tr>
<td>• Two marriage ceremonies on the same day</td>
<td>15</td>
</tr>
<tr>
<td>• Religious ceremony after a civil marriage</td>
<td>14-15</td>
</tr>
<tr>
<td>• Re-marriage</td>
<td>15-16</td>
</tr>
<tr>
<td>• Parental names</td>
<td>16</td>
</tr>
<tr>
<td><strong>3 Ceremony</strong></td>
<td></td>
</tr>
<tr>
<td>• Pre-marriage checks</td>
<td>16</td>
</tr>
<tr>
<td>• Marriage by Superintendent Registrar's schedule</td>
<td>16</td>
</tr>
<tr>
<td>• Pre-marriage questions</td>
<td>17-18</td>
</tr>
<tr>
<td>• Forced marriages</td>
<td>18</td>
</tr>
<tr>
<td>• Sham marriage</td>
<td>19</td>
</tr>
<tr>
<td>• Mental capacity</td>
<td>19-20</td>
</tr>
</tbody>
</table>
4 Completing the Marriage document 20-24
• Bilingual registration in Wales 24-25
• Filled register books and searching and issuing certificates 25-26

5 Corrections 26

6 Offences and Penalties 26

7 Reconciliation 26-27

8 Baptism
• Certificate of name given in Baptism 27

9 Burial
Births and Deaths Registration Act 1926: 27-28
• Authorities for burial 28
• Registrar's certificate and coroner's order 28
• Certificate that death is not required to be registered 28
• Certificate or order lost or mislaid 28
• Notification of disposal to registrar 28-29
• Still-births 29-30

Births and Deaths Registration Act 1874: 30
• Notice required for burial of two or more bodies in one coffin 30

Burial Laws Amendment Act 1880: 30
• Notice of intended burial 30
• Certificate of burial 30-31

Appendices

A. Useful contact details 31

B. How to establish British Nationality 32

C. Pre-marriage checks following civil preliminaries (flowchart) 33

D. Naval, Military and Air Force Chapels 34-35

E. Description of occupation 36

F to O Examples of marriage documents, schedule, Acknowledgement Form and entry. 37-47

F. Example of a Church of England marriage document 37

G. Examples of a marriage schedule to be used for a religious marriage 38

H. Example of marriage document with three parents recorded 39
I. The same marriage document as above after signing
J. Marriage document showing initialled amendments made at the ceremony that will be carried through to the registration
K. Marriage entry created from the previous document showing the correct details
L. Manually completed and signed marriage document
M. Bilingual Marriage Document
N. A completed marriage schedule
O. Form of acknowledgement
P. Application form and guidance notes for a correction
Q. Certificate of Name Given in Baptism
R. Certificate for burial or cremation (still-birth)
S. Certificate for burial or cremation
T. Certificate that death is not required to be registered
U. Coroner's order for burial
V. Declaration that certificate or order has been issued
W. Certificate of burial under the Burial Laws Amendment Act 1880
X. Step by step guide for checking EU Settled Status
Y. A Pending Application letter
Introduction

This booklet has been designed to be read in conjunction with the Faculty Office booklet “Anglican Marriage in England and Wales. A guide to the law for Clergy”, and aims to provide you with support and guidance in your role and responsibilities regarding burials, the issuing of a certificate of name given in baptism and of accurately recording and maintaining marriage registration records. We hope you will find it helpful.

If you have any queries regarding any of the topics covered in this booklet, please contact your local superintendent registrar or the General Register Office (GRO). Contact details can be found in Appendix A.
Marriage

1 General

Roles and responsibilities
1.1 Your responsibility is to ensure that the legal requirements of marriages solemnized in accordance with the rites and ceremonies of the Church of England or Church in Wales are met; this includes marriage preliminaries, authority for the marriage, the solemnization of the marriage and the completion of the marriage document/schedule.

1.2 The Marriage Document
This replaces the former marriage registers and records the details of the parties to the marriage, the witnesses and the officiating minister and is used by the registrar to record the detail of the marriage in a central electronic marriage register. The marriage document is used only for marriages following ecclesiastical preliminaries, i.e. Banns, a Common Licence, or an Archbishop of Canterbury’s Special Licence.

When it has been signed by the parties to the marriage, the witnesses, and the officiating minister, it is your responsibility to return it to the local register office. Alternatively, and with your agreement, the parties or a relative can return the marriage document to the local register office on your behalf. Once received at the register office the marriage is registered, in the electronic register (Registration Online, RON), and the parties can then be issued with a marriage certificate.

Issuing the marriage document
The marriage document that will be completed at the time of the marriage ceremony can be held in the following formats:

1. As a type and print version which can be accessed by the Clergy on Local Registration Service (LRSA) password protected website www.lrsa.org.uk

2. Hard copy by the member of the Clergy (GRO will supply manual stock on an ad hoc basis). Please contact Registration Supplies via registration.supplies@gro.gov.uk. Please note that hard copies should only be requested if you are unable to access the type and print or PDF version available on the LRSA website and will be supplied in limited numbers.

3. Those churches who use the free Church of England on-line administration software www.lifeeventsdiary.org will be able to create and print the Marriage Document for couples getting married in their church.

Your local register office will also give any advice needed to assist your completion of the marriage document. This could include the registration officer downloading the form and sending a partially completed marriage document to the member of the clergy prior to the ceremony. Alternatively, the registration officer may simply send a blank form for all the details to be completed manually in registration ink by you. An example of a marriage document is at Appendix F.

The Marriage Schedule (for Marriage after Civil preliminaries)
1.3 Along with the marriage document, the marriage schedule replaces the former marriage registers. Unlike the marriage document the marriage schedule is issued by the superintendent registrar after the completion of civil preliminaries, i.e. when the parties have
given notice of intention to marry at their local register office. One schedule is issued per couple.

Where the couple are subject to immigration control then the superintendent registrar will send the marriage schedule directly to you with a photograph template detailing each party to the marriage, see paragraph 3.2. Where the couple are not subject to immigration control then the schedule will be given to the couple to present to you before the ceremony.

The marriage schedule will be pre-populated with details from the notice with spaces for the signatures to be added after the ceremony by the officiating minister, the parties to the marriage and their witnesses. After the ceremony you will be responsible for the return of the schedule to the local register office, or with prior agreement, the parties or a family friend may do so. When the schedule is returned it will be registered in the electronic register (RON) and a marriage certificate can then be issued.

For more information about marriage schedules see paragraph 3.2. An example of a marriage schedule is at Appendix G.

**Where one or both parties are subject to immigration control.**

1.4 An important change to the law relating to marriage came into force on 1 July 2021. Where one or both of the parties to an intended marriage is a non-Relevant National, and they wish to marry in the Anglican Church, the couple must give notice via civil preliminaries and obtain a superintendent registrar’s schedule before the marriage can proceed. It is no longer lawful for the marriage of a non-Relevant National to be solemnized after the publication of banns of matrimony or on the authority of a common licence. This means that you have a responsibility to check the nationality of all couples wishing to marry in the Anglican Church.

**RELEVANT NATIONAL**

A relevant national is defined as one of the following:-

(i) A British Citizen
(ii) an Irish Citizen
(iii) A person who has been granted EU Settlement Status (EUSS) either settled or pre-settled or has a pending application for that settled status submitted before 30 June 2021

In terms of checking the nationality of a British or Irish national, a current passport will normally suffice, but see also paragraph 2.8

If they are not British/Irish nationals then you will need to check whether the person has settled or pre-settled status.

Using an online tool on GOV.UK, you will be able to check a persons’ EUSS. Using the online tool will enable members of the clergy to check that a person meets the relevant national definition and has the appropriate EUSS status. The status check will be made using the link below. Use of this tool is dependent on the applicant giving you with a unique 9 digit alpha numeric code (e.g. A1234567G) at the notice or Banns appointment. If EUSS is confirmed then an immigration referral is not required and the marriage may proceed after Banns/Common Licence in the usual manner. However, if it is not confirmed
then the couple will need to attend a designated register office in the registration district where they both, or one of them lives. NB the 9 digit code is valid for 30 days.

Checking a person’s EUSS settled or pre-settled status

You can check a persons’ EUSS settled or pre-settled status using the attached link on gov.uk.

https://www.gov.uk/check-immigration-status

See also the step by step guide in Appendix X.

Checking a person’s pending status (Certificate of Application).

A certificate of application (CoA) can be issued both physically and digitally, generally (if not always) mirroring the way the applicant applied – most will therefore be digital, but if an applicant requested a paper application they would in turn receive a physical CoA. They are identifiable with a clear title, referring to the application under the EUSS specifically.

You will be able to check a person’s CoA status in one of three ways:

1. Physical examination of a hard copy letter
2. Checking the pdf notification on the applicant’s hand-held device (if they have applied digitally)
3. Using the online checker described above, when the applicant has provided you with their 9 digit alpha numeric code.

The application must have been made before the scheme closed on 30th June 2021. If the application was made before this date, then you will be able to follow ecclesiastical preliminaries. If not, then the couples should be referred to the register office where one or both of them live in order that they may give a civil notice of intention to marry.

An example of the CoA letter can be found at appendix Y.A

Hours and place of marriage

1.5 Marriages may be solemnized at any hour of the day or night and on any day of the week, including bank holidays. However, under Canon Law the hours during which a marriage in a church or chapel of the Church of England (not Church in Wales) may take place remains between 8am and 6pm. If a member of the clergy were to solemnize a marriage outside these hours (unless by special licence granted by the Archbishop of Canterbury) it would be an offence under the Clergy Discipline Measure 2003.

It is an offence to solemnize a marriage according to the rites and ceremonies of the Church of England or Church in Wales in any place other than the one specified in the preliminaries to the marriage, or in any place other than a church or other building in which banns may be published, unless a special licence has been granted by the Archbishop of Canterbury.

It follows that such a marriage may not be solemnized in a non-conformist church, chapel or other building registered for the solemnization of marriages by the Registrar General (Section 41, Marriage Act 1949), except when the place of marriage is:
• a naval, military or air force chapel which is both licensed by the bishop and registered by the Registrar General, or
• a building to which a sharing agreement relates, whereby it is also a building in which banns may be published, or
• by special licence.

Restrictions on marriage
1.6 The following are legal impediments to a marriage:

• a marriage contracted by anyone under the age of 16.
• pre-existing marriage or civil partnership – polygamy/polyandry is not legal within England & Wales.
• prohibited degree of relationship - a marriage solemnized between persons related within certain relationships by blood or adoption is void. Generally speaking, if there are 2 or less links e.g. a man marrying his mother’s sister (aunt), this would be void.

Access
1.7 The public must have unrestricted access to the building during any marriage ceremony to allow for valid objections against the marriage.

Witnesses
1.8 A minimum of two witnesses must be present at the marriage and there is a requirement that two of them must sign the document. However, there will be capacity in the register to record up to six witnesses. While it is up to you if additional people sign in the space for witnesses, you must ensure that their names and signatures are legible and can fit in the space provided. There is no lower age limit, but they must be able to understand what is taking place and if necessary, give evidence as to what they have seen and heard if they are required to testify in court.

Missing or stolen Marriage Documents or Schedules
1.9 In the event that a completed and signed marriage document/schedule is lost either by the couple or by you before it is returned to the local register office for registration, you should contact your local register office who will advise you on reproducing the marriage document or schedule.

This may involve asking the couple and the original witnesses to return to sign the marriage document in the presence of the minister who officiated at the original marriage. If this minister is unavailable, then a member of the clergy acting for a church in the same registration district may sign instead.

Missing or stolen safe
1.10 In the event of your safe being stolen, this matter should be reported to the Police immediately. If the duplicate registers, schedules, marriage documents 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.

1.11 In all instances, GRO must be notified immediately on telephone number 0300 123 1837 (select Option 2). 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, and the number of registers stolen and the Police Crime Incident Number.
1.12 Your local superintendent registrar should also be notified of any loss or theft of schedules or registers.

**Ink**

1.13 A permanent type of black ink should be used when signing the marriage document/schedule. Registration ink can be purchased from Ecclesiastical Stationery Supplies. Contact details are in Appendix A.

## 2 Preliminaries

**Preliminaries to Marriage**

2.1 The preliminaries for a marriage according to the rites of the Church of England or the Church in Wales should be either entirely ecclesiastical or civil, i.e. in no circumstances should there be publication of banns in respect of one party and the issue of a superintendent registrar’s schedule for the other.

In March 2015, a 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, where one or both parties to the intended marriage is a non-Relevant National, the couple must give notice via civil preliminaries (unless an Archbishop’s special licence has been granted). The notice period for civil preliminaries is 28 days but for couples where one or both parties is a non-Relevant 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 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-Relevant National and subject to immigration control (see paragraph 3.2).

**Ecclesiastical Preliminaries**

2.2 Please refer to the Faculty Office booklet “Anglican Marriage in England and Wales. A guide to the law for Clergy.” This can be ordered from the Faculty Office via the link below.

http://www.facultyoffice.org.uk/special-licences/guidance-for-the-clergy/

**Superintendent Registrar’s Schedule in lieu of Ecclesiastical Preliminaries**

2.3 Section 17 of the Marriage Act 1949 provides that an incumbent may accept a schedule issued by a superintendent registrar in lieu of banns:

‘A marriage according to the rites of the Church of England may be solemnized on the authority of a schedule issued by a superintendent registrar in force under Part III of this Act in any church or chapel in which banns of matrimony may be published or in the case of a marriage in pursuance of section 26(1)(dd) of this Act the place specified in the notices of marriage and marriage schedule as the place where the marriage is to be solemnized. Provided that a marriage shall not be solemnized as aforesaid in any such church or chapel without the consent of the minister thereof or by any person other than a clergyman’.
2.4 The conditions which govern the issue of a superintendent registrar’s schedule are either:

1) The church or chapel in which the marriage is to be solemnized must be:

   - within the registration district in which one or both of the parties has completed the 7 full day residence period: and
   - the church or chapel must be that of the ecclesiastical parish or district in which one or both of the parties live.

or,

2) The church or chapel is the usual place of worship of one or both of the parties to be married. This will be detailed in space 1 of the superintendent registrar’s schedule naming the qualifying person. However, for a person to claim a church or chapel as their usual place of worship, they must be on the church’s electoral roll (section 72 of the Marriage Act 1949). A cathedral cannot be regarded as a usual place of worship because it has no electoral roll.

Nationality requirements
2.5 It is your responsibility to check the nationality of all parties wishing to marry. Where both parties are Relevant Nationals you can proceed with ecclesiastical preliminaries (provided the couple meet the required qualifications to marry in your Parish).

Non-Relevant Nationals
2.7 Where one or both parties to a proposed marriage is a non-Relevant national, the parties will each have to complete civil preliminaries and obtain a superintendent registrar’s schedule (unless an Archbishop’s special licence has been granted).

Evidence of being a Relevant National
2.8 One of the following original documents (or groups of documents) must be provided by each of the parties to the proposed marriage to the member of the clergy, or (as the case may be) the person with authority to grant a common license, as evidence that the party is a relevant national—

   (a) a valid British or Irish passport.

   (b) certificate of naturalization as a British citizen granted by the Secretary of State, together with another document referred to in paragraph 2.9 below, to establish current use of the name and surname referred to on the certificate of naturalization (or, if the person has changed their name, evidence of the change of name);

   (c) where the party was born in the United Kingdom—

      (i) before 1st January 1983—

      a United Kingdom birth certificate; and

      one of the documents referred to in paragraph 2.9 below to establish current use of the name and surname referred to on the birth certificate
provided (or, if the person has changed their name, evidence of the change of name);  

(ii) on or after 1st January 1983 

a full United Kingdom birth certificate showing their parents’ (or parent’s), details; 

one of the documents referred to in paragraph 2.9 below to establish current use of the name and surname referred to on the birth certificate provided (or, if the person has changed their name, evidence of the change of name); 

evidence of either of their parents’ British citizenship or settled status at the time of the birth (e.g. a passport describing the relevant parent as a British citizen, or indicating that he or she then had indefinite leave to enter or remain); and 

their parents’ marriage certificate (if British citizenship is claimed through their father); 

(d) If neither party is a British or Irish citizen then, you will need to use the online tool to check their EUSS settled or pre-settled status, see also paragraph 1.4 and Appendix X. 

If none of the documents listed above are available, such other document as the Registrar General determines it is reasonable to accept in the circumstances of the case. 

2.9 Evidence of current use of name

(a) utility bill dated no more than three months before the date on which notice of marriage is given; 

(b) bank or building society statement or passbook dated no more than one month before the date on which notice of marriage is given; 

(c) council tax bill dated no more than 12 months before the date on which notice of marriage is given; 

(d) mortgage statement dated no more than 12 months before the date on which notice of marriage is given; 

(e) current residential tenancy agreement; 

(f) valid driving license in the name of the person giving notice of marriage. 

If you have any queries about the documentary evidence supplied by the couple, please contact your local register office or the General Register Office for advice.
Giving notice of intent to marry

2.10 Where the couple are marrying after civil preliminaries, each party to the marriage needs to give notice at their local register office. Where one or both parties to a proposed marriage is a non-relevant national, they must attend together at a Designated Register Office (DRO) in the registration district where one or both of them resides, unless they are exempt from immigration control (e.g. has right of abode in the UK or diplomatic status).

If attending the local register office, each party to the marriage must complete 7 full days residence in that district before they can give notice. Non-Relevant Nationals, giving notice at a DRO, must attend at a DRO in the registration district which one or both of them resides but must still have completed 7 full days residence in a district i.e. where they are attending a DRO in a district where one of them resides, then the other can be resident in a different district.

Until the implementation of the provisions in the Immigration Act 2014, the position has been that where a couple wished to marry in a parish based on a qualifying connection, they were required to use ecclesiastical preliminaries: there was no provision for a superintendent registrar’s schedule to be issued in such cases. However, paragraph 12 of Schedule 4 to the Immigration Act 2014 amends section 35 of the 1949 Act to allow non-Relevant Nationals to marry in any Anglican place of worship that Church preliminaries would have allowed, notwithstanding that such couples must now complete civil rather than ecclesiastical preliminaries.

That means that where one (or both) of the parties is a non Relevant National, and one (or both) of the parties has a qualifying connection with a parish under the Church of England Marriage Measure 2008, superintendent registrar’s schedule can be granted to authorise the marriage in a church or chapel of the parish with which they have the qualifying connection.

Qualifying connection

2.11 A person has a qualifying connection with a parish if–

(a) that person was baptised in that parish (unless the baptism took place in a combined rite which included baptism and confirmation) or is a person whose confirmation has been entered in the register book of confirmation for any church or chapel in that parish;

(b) that person has at any time had his or her usual place of residence in that parish for a period of not less than six months;

(c) that person has at any time habitually attended public worship in that parish for a period of not less than six months;

(d) a parent of that person has during the lifetime of that person had his or her usual place of residence in that parish for a period of not less than six months or habitually attended public worship in that parish for that period; or

(e) a parent or grandparent of that person has been married in that parish.

The parties should approach the minister of the parish in the first instance to establish that they have a qualifying connection and its nature. Details of the qualifying connection should then be obtained from the couple.
Notice Period

2.12 Notice of intent to marry can be given up to 12 months before the date of marriage. After 28 clear days from when the notice has been entered, the superintendent registrar of the registration district in which the church is situated may issue their schedule for marriage – one for the couple.

When there are exceptional circumstances and compelling reasons, the Registrar General may reduce the 28-day waiting period. This is done by a formal application made by the couple. On such occasions, you should advise the couple to speak to their local superintendent registrar.

If, following any contact with the couple you feel that the marriage may be a sham, please follow the guidance in paragraphs 3.7-3.11.

For couples where one or both parties is a non-Relevant 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. Ministers should be aware (before confirming a booking) that the notice period may, in certain circumstances, be extended to 70 days.

2.13 A superintendent registrar’s schedule is valid for a period of twelve calendar months and the date of validity will be recorded on the schedule. The marriage can legally take place at any time prior to the date of expiry.

A period of twelve calendar months from a given day expires on the corresponding day of the final month of the period e.g. when notices are entered on 3 March the superintendent registrar’s schedule is valid up to and including 3 March the following year. When there is no corresponding date because the final month is shorter than the first month i.e. 29 February, the period expires on the last day of the month the following year e.g. 28 February.

If each party gives notice of marriage on different dates the superintendent registrar will only issue their schedule after the waiting period for the second notice has expired.

One party resident in Scotland

2.14 Please refer to the Faculty Office booklet, “Anglican Marriage in England and Wales. A guide to the law for Clergy.”

One party resident in Ireland

2.15 Please refer to the Faculty Office booklet, “Anglican Marriage in England and Wales. A guide to the law for Clergy.”

Publication of banns - service personnel

2.16 The Registrar General is advised by the Faculty Office of the Church of England and the Registry of the Lord Archbishop of Wales that:
• It is permissible for the banns of a serviceman or woman, if stationed in the United Kingdom, to be read in his or her home parish. The banns of his or her civilian fiancé(e) should be read in his or her home parish. The marriage may then take place in either parish.

• If a serviceman or woman is stationed abroad, his or her banns may still be read in his or her home parish in the United Kingdom. His or her civilian fiancé(e)’s banns should be similarly read and there is no need for a Common Licence. Where both servicemen and women are serving overseas, it is permissible for banns to be called in their respective home parishes.

• Where a marriage is intended to take place in England or Wales after the publication of banns between parties of whom one is residing in England and Wales, and the other in Scotland, Northern Ireland, or the Republic of Ireland, then if banns have been published or proclaimed in any church of the Parish or place in which the other party is residing according to the law or custom there prevailing, a certificate given in accordance with that law or custom that banns have been published or proclaimed, shall in respect of that party be sufficient.

Publication of banns on board HM Ships

2.17 Under Section 14 of the Marriage Act 1949, where a marriage is intended to be solemnized in England or Wales, after the publication of banns, between parties of whom one is living in England or Wales and the other is an officer, rating or marine borne on the books of one of Her Majesty’s ships at sea, the banns may be published on 3 successive Sundays during morning service on board that ship and the incumbent may accept a certificate of publication of banns issued by the Chaplain or commanding officer who published the banns. Banns must, of course, also be published on behalf of the other party in the parish in which he or she lives.

Two marriage ceremonies on the same day

2.18 If the couple wish to have two valid 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

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

2.20 The religious ceremony does not invalidate or supersede the civil marriage and no record may be made in the electronic marriage register 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 cannot choose to re-marry each other, unless there is some doubt as to the validity of the earlier marriage.

2.22 Where there is no apparent informality in the previous marriage and the couple merely wish to go through another marriage ceremony with each other, they should be informed that they are already lawfully married to each 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 is capable of recognition as a lawful marriage, advice should be sought from the General Register Office.

**Parental Names**

2.24 Regulations now provides for up to four parents to be recorded in a marriage document and subsequently the marriage entry for each of the parties to the proposed marriage. These are mother, father, parent and step-parent. In view if the sensitivities that may concern the choice of parent to be recorded in the marriage document and to avoid any embarrassment on the day of the marriage, we would suggest that you check with the couple well in advance which parental options they require. See also paragraphs 4.12-17.

### 3 Ceremony

**Pre-marriage checks**

3.1 If a marriage following civil preliminaries is to take place, you must carry out the following checks before you allow the ceremony to go ahead. A flowchart showing the process for pre-marriage checks can also be found at Appendix C.

**Marriage by Superintendent Registrar’s Schedule**

3.2 The superintendent registrar’s schedule should be presented to you before the day of the marriage. The schedule will be issued by the superintendent registrar of the registration district of where the marriage is to take place. You must check the schedule and ensure that:

- the building where the marriage is taking place is correctly specified (see paragraph 1.5, hours, and place of marriage);

- the schedule is valid.

- if the marriage is taking place in one of the couple’s usual place of worship outside of the district in which they live, space 1 of the schedule state “Such building being the usual place of worship of the said one or both names of the party”. However, if this statement is not on the schedule but you are satisfied that the marriage should go ahead, you may do so.

- Where one or both parties to a proposed marriage is a non-Relevant 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 you before the wedding is due to take place, along with the superintendent registrar’s schedule.

- The photographs should be used to ensure the couple, who attend the ceremony, are the same couple who attended to give notice. However, if for any reason the photographs are not received, the marriage should proceed as planned. If there is any doubt, then please contact GRO on 0300 123 1837 (Option 1). Once the marriage has taken place, the photographs should be confidentially destroyed. An example of a superintendent registrar’s schedule for marriage is in Appendix G.
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 schedule. 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. If the differences cannot be explained you should contact your local superintendent registrar or the General Register Office.

- **What is your date of birth?**
  The couple’s dates of birth must agree with those on the schedule. If there are any discrepancies, you must question the party further. The couple must both be over 16 for the marriage to be valid. If not, you must postpone the marriage.

- **Have you been through any form of marriage or civil partnership in this or any other country?**
  The condition must be the same as that shown on the schedule. If there is a discrepancy, you must resolve this matter before the marriage can proceed, for further advice you can contact the superintendent registrar before the ceremony. If you are unable to contact the superintendent registrar, 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 the General Register Office.

3.4 If the details on the superintendent registrar’s schedule do not match the information given to you by each of the parties to the proposed marriage and the discrepancy does not affect the identity or status of the parties to the marriage, or disclose a legal impediment, then you should correct the marriage schedule before the marriage is solemnized. You should cross through any inaccurate information so that it is still legible, and any correction or addition should be made in registration ink and be initialled by the party to the marriage. As a matter of good practice, we would strongly recommend that you initial the amendment as well, as it adds an element of assurance that the amendment has been made by the member of the clergy and not the couple themselves. However, this is not mandatory.

In cases where there where the discrepancy has touched on the status or identity of the parties and you have decided to go ahead with the marriage, you need to write an explanation of the circumstances on the back of the schedule.

On the completion of the ceremony. In space 8 you should add the rites used in the ceremony, i.e. Church of England, or Church in Wales, the parish name and your signature after "by schedule by me" and your name and designation.

In space 9 the parties should add their usual signatures as described at paragraph 4.19 followed by the witnesses in space 10. The witnesses should also add their names of their signatures in Space 10. You should sign space 11 adding you name and designation.
For Anglican marriages the person signing space 8 of the marriage schedule will also be the same person signing space 11.

Any correction to the marriage schedule should be done following pre-marriage questioning and before the marriage is solemnised. However, a minor typographical or transcription error, for example the misspelling of an occupation may be corrected at this stage.

As a matter of good practice, we would strongly recommend that if any of the signatures are illegible, then you should print these on the reverse of the marriage schedule. This will reduce the incidence of registration officers contacting you to clarify a signature prior to registration.

Once the schedule has been signed you should advise the couple that you will return it to the local register office in order for the marriage to be registered and a certificate issued. However, if the couple are agreeable to this, they or their representative (e.g. a family member) can opt to do this instead. Once this has been done, and not before, the couple or their representatives will be able to obtain a marriage certificate.

**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 showing 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 (contact details in Appendix A). You will need to act with sensitivity, and it is recommended that you find a way to discuss the matter privately (without family members) with the person – be aware that this could be their only chance to let someone know they are being forced to marry. If the person decides to proceed with the marriage it is best practice to get written confirmation that they are entering into the marriage voluntarily. If you decide to not proceed with the marriage, you must inform both your diocesan registrar and GRO. If, however the party insists on the marriage proceeding, you should go ahead. Further guidance on forced marriage is available on GOV.UK: https://www.gov.uk/guidance/forced-marriage

**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 Relevant National.

3.8 The signs of a sham marriage may be similar to those associated with a forced marriage. 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 to report the facts of the matter to the Home Office. 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 vulnerable adult is defined as a person aged 16 and over and who is or may be in need of community case services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or serious exploitation. A vulnerable adult could include an individual

- with learning difficulties
- with dementia
- who lacks capacity as defined under the Mental Capacity Act 2005

In all cases demeanor should not be used solely as a guide that the person is entering into the marriage of their own free will as they may not show signs of emotional distress or harm e.g. just because a person appears happy about a forthcoming wedding does not mean that they have the capacity to consent to the marriage.

3.13 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.

3.14 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.
3.15  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.

4  Completing the marriage document

4.1  You are responsible for issuing the marriage document, or for ensuring one has been issued, prior to any marriage that is to be solemnised after publication of banns or on the authority of a common or special licence, see paragraph 1.2. The marriage document must be issued before the marriage is solemnised and the information collected by questioning the couple will be used to populate the majority of the spaces in the marriage document.

You will be in possession of the marriage document which will have been issued and completed from the type and print version or your own manual stock, see paragraph 1.2. The marriage document must be issued before the marriage is solemnised and the information collected by questioning the couple will be used to populate the majority of the spaces in the marriage document.

The details in the heading and in spaces 1 to 7 should be either typed in by you if you are using the type and print facility. Alternatively, it can be handwritten; completed in black registration ink and in distinct and clear handwriting with surnames in capital letters. Abbreviations should not be used, except for signatures.

Every space must be completed without overlapping into the next space. If no information is given, a line should be drawn in the space and the information should be completed from responses from the couple to your questions. The details should be entered as described in paragraphs 4.2 to 23.

The heading

4.2  Complete the name and designation of the person issuing the document, followed by the name of the parish and the name of the district and the name of the non-metropolitan county, metropolitan district or London borough.

Space 1 – Date and place of marriage

4.3  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, followed by the place of marriage, e.g. St John’s Parish Church, include the address if the name is similar to that of another building in the same district to avoid confusion.

Space 2 – Name and surname

4.4  The surnames should be written in capital letters.

4.5  The names will usually be those entered on the banns form, but you should enter them in accordance with the information given by the parties.

4.6  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 he/she is known.

4.7 Where one of the parties have changed their name by deed poll and it has been registered with the Central Office of the Supreme Court of Deeds at the Royal Courts of Justice, the assumed name and surname only should be entered followed by “(name changed by deed poll)”. If 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.

4.8 **Space 3 - Date of Birth**
Enter the date of the births of both parties; the day and month should be written in numbers for the date, words for the month and the year in numbers e.g. 1st March 1985. It does not matter which party is recorded first in the left-hand column.

**Space 4 - Condition**

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

<table>
<thead>
<tr>
<th>Condition of party</th>
<th>(Word(s) to enter in space 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Party has not previously been married or formed a civil partnership.</td>
<td>Single</td>
</tr>
<tr>
<td>2. Party’s previous marriage terminated by death</td>
<td>“Widow” or “Widower” as the case may be</td>
</tr>
<tr>
<td>3. Previous civil partnership was terminated by death</td>
<td>surviving civil partner</td>
</tr>
<tr>
<td>4. The parties have previously been through a form of marriage with each other (other than a marriage known to have been null and void), neither party has since married, or formed a civil partnership with, a third party, and the purpose of performing the proposed marriage ceremony is the avoidance of doubt as to the validity of the previous ceremony</td>
<td>“Previously went through a form of marriage at … on …” (including in the appropriate places particulars of the place and date of the previous ceremony).</td>
</tr>
<tr>
<td>5. Parties previous marriage ended by divorce</td>
<td>“Previous marriage dissolved”</td>
</tr>
<tr>
<td>6. Party’s previous marriage was annulled on the ground that the marriage was voidable.</td>
<td>“Previous marriage annulled”</td>
</tr>
<tr>
<td>7. Party’s previous civil partnership was terminated by dissolution.</td>
<td>“Previous civil partnership dissolved”</td>
</tr>
<tr>
<td>8. Party’s previous civil partnership was annulled on the grounds that the civil partnership was voidable.</td>
<td>“Previous civil partnership annulled”</td>
</tr>
<tr>
<td>9. 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</td>
</tr>
<tr>
<td>Row</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>-------------</td>
</tr>
<tr>
<td>10.</td>
<td>Civil partnership is void and has been annulled by a final order of nullity by the court.</td>
</tr>
<tr>
<td>11.</td>
<td>The parties have previously been through a form of marriage with each other (other than a marriage known to have been null and void), the marriage was terminated by divorce, and neither party has since married, or formed a civil partnership, with a third party.</td>
</tr>
<tr>
<td>12.</td>
<td>The parties have previously been through a form of marriage with each other (other than a marriage known to have been null and void) the marriage was annulled, and neither party has since married, or formed a civil partnership with, a third party.</td>
</tr>
<tr>
<td>13.</td>
<td>The parties have previously been through a form of civil partnership with each other (known to be void), the civil partnership was terminated by final order of dissolution, and neither party has other than a civil partnership since formed a civil partnership with, or married, a third party.</td>
</tr>
<tr>
<td>14.</td>
<td>The parties have previously been through a form of civil partnership with each other (other than a civil partnership known to be void), the civil partnership was annulled, and neither party has since formed a civil partnership with, or married, a third party.</td>
</tr>
</tbody>
</table>

There may be occasions where using the condition specified in rows 11, 12, 13 or 14 may disclose that one of the parties has changed gender. To avoid this where a full gender recognition certificate has been issued under the Gender Recognition Act 2004 to either or each of the parties since the solemnization of their previous marriage or formation of their previous civil partnership do not use the relevant condition specified in rows 11, 12, 13 or 14, and instead record the condition of the parties as either “Previous marriage dissolved” or “Previous marriage annulled” or “Previous civil partnership dissolved” or “Previous civil partnership annulled” as the case may be. However, if one or both of the parties requests the word “single” instead then the condition of that party is to be recorded as “single”. If, and only if, the parties so request should a condition specified in rows 11, 12, 13 or 14 be used.

For further advice, please contact GRO.

Space 5 - Occupation
4.10 You need to record the occupations of both parties in as much detail as possible. You should not use “unemployed” and should try to establish a previous form of employment. You may record unpaid occupations such as “housewife” or “home duties”. For further examples of how to record a person’s occupation, please see Appendix E.

**Space 6 – residence at the time of marriage**

4.11 Enter the current full addresses of the couple. Please write a full address for both the bride and groom in each space, even if they live at the same address.

**Space 7 – Name, surname and occupation of mother, father, or parent**

4.12 Each party has the option to have up to four parental options, which include, mother, father, parent and step-parent. The term step-parent is applicable when the parent is or has been married to or is or has been in a civil partnership with the other parent. If the couple have chosen to have a step-parent’s details recorded, this should be qualified by adding step-parent after that parent’s name.

Each of the parties to the marriage may, if they wish, have up to four parent’s details recorded. Alternatively, they may only wish to have their step-parents details recorded instead of their natural parents, qualified by “step-parent”. The term “Step-parent”, in relation to a party to a marriage, means a step-parent who is or was married to, or the civil partner of, a parent of the party.

4.13 If any of the parents has died, you should note this after their name e.g. Jane SMITH (deceased).

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

4.16 If either of the couple does not wish to supply this information, you should put a line in the box. Because of the sensitivities surrounding the recording of parental names, you should establish with the couple, well before the marriage ceremony, which parental options that they would prefer.

As you will have prepared the marriage document in advance, you should keep in a secure place until the day of the marriage.

If any information on the marriage document has changed and it does not affect the identity or status of the parties to the marriage or disclose a legal impediment, then you should correct the marriage document before the marriage is solemnized. You should cross through any inaccurate information so that it is still legible, and any correction or addition should be made in registration ink and be initialled by you and the parties to the marriage. After the marriage has been solemnized the marriage document will be completed and signed.

**Space 8**

4.17 Record the title of the denomination under whose rites the marriage has taken place, e.g. the Church of England or Church in Wales, followed by the description of the authority on which marriage was solemnized. In the line commencing “by/after” this will be: - by common licence, by special licence (if the authority was a licence of the Archbishop of Canterbury), or after banns.

**Spaces 9 to 11 Signing the document**
4.18 You should then check all the details in the marriage document with the parties to ensure that they are correct. Any correction to the marriage document should be done before the marriage is solemnized. However, a minor typographical or transcription error, for example the mis-spelling of an occupation may be corrected at this stage. If the couple cannot read, it should be read to them. See the example at Appendix J for further guidance.

The parties to the marriage must each sign in space 9 in the presence of each other, two witnesses and the member of the clergy who solemnised the marriage.

Immediately after the couple have signed the marriage document it must be signed in the presence of the parties and each other, by the witnesses at space 10 and the member of the clergy by whom the marriage was solemnized at space 11. The witness should print their name alongside their signature in space 10.

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.

4.19 You must add your name, signature, and designation; e.g. ‘Rector’, ‘Vicar’, etc to space 11. When a marriage is solemnized by the incumbent or curate of a parish other than that in which the marriage takes place, he or she should describe himself or herself in the attestation as ‘Rector (Vicar, or Curate) of ………………….’ adding the name of his or her incumbency or parish. Retired Clergy holding permission to officiate should describe themselves as ‘Officiating Minister of …….’ adding the name of his or her incumbency of parish.

As a matter of good practice, we would strongly recommend that if any of the signatures are illegible, then you should print these on the reverse of the marriage document. This will reduce the incidence of registration officers contacting you to clarify a signature prior to registration.

**Bilingual completion of the marriage document in Wales**

4.20 If the couple ask for a bilingual completion of the marriage document and the marriage has taken place in Wales, if they can provide the necessary information in both English and Welsh and you can write and understand Welsh, you may complete the marriage document in both English and Welsh.

4.21 You will need to use a marriage document/schedule printed in both languages and insert the English details first with the Welsh underneath.

4.22 Some useful translations include:

<table>
<thead>
<tr>
<th>Single</th>
<th>Sengl</th>
</tr>
</thead>
</table>

Page | 24
<table>
<thead>
<tr>
<th>Widower</th>
<th>Gŵr gweddw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Widow</td>
<td>Gwraig weddw</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>Priodwyd o’r blaen yn … ar y …; terfynwyd y briodas ar y …</td>
</tr>
<tr>
<td>Marriage dissolved on …</td>
<td></td>
</tr>
<tr>
<td>Previously married at … on …</td>
<td>Priodwyd o’r blaen yn … ar y …; y briodas wedi’i dirymu ar y …</td>
</tr>
<tr>
<td>Marriage annulled on …</td>
<td></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>
<tr>
<td>Step-parent</td>
<td>Llys-riant</td>
</tr>
</tbody>
</table>

**Filled register books and searching and issuing certificates**

4.23 Unless it is in archival or diocesan custody, you will have in your safe a duplicate marriage register. However, following the implementation of the Civil Partnerships, Marriages and Deaths (Registration etc.) Act 2019 (the 2019 Act), this register may be used for the purposes of searching the entries but not for the issue of certificates. If you receive any queries about searching a register not in the custody of your church or the issue of a certificate then you should refer the person to the local register office, who will advise them further about searching the register in their custody and the issue of any certificates from it. Alternatively, for a copy of a certificate the applicant could be referred to the local register office or the GRO.

4.24 There may be occasions where a couple will have insufficient time to obtain a marriage certificate after their marriage. For example, they may be travelling abroad on their honeymoon very soon after the marriage ceremony. In these circumstances you may wish to complete and give them Acknowledgement Form at Appendix O. This is a non-statutory form, which confirms the details of the solemnisation of their marriage only. However, they must be warned that it is not a marriage certificate and that as soon as practicably possible, they should obtain a marriage certificate from their local register office.

4.25 Once the marriage document has been signed it, the member of the clergy who has solemnized the marriage should arrange for the marriage document to be returned to the local register office to be registered on RON. The member of the clergy who has solemnized the marriage may wish to return the document by post, or with the agreement of the couple, ask them or a family member to return it to the local register office for the
marriage to be registered. Once this has been done, and not before, the couple or their representatives will be able to obtain a marriage certificate.

5 **Corrections**

5.1 Since the introduction of the 2019 Act there is no provision for a member of the clergy to correct a marriage entry. All corrections are authorised by GRO and are carried out by either the local registration service or GRO. Applicants for corrections should be advised to complete the application form at Appendix P and send it to GRO with the relevant supporting evidence and as appropriate, a fee. However, in your pastoral role, you may if you wish, especially if the couple’s first language is not English, or they have difficulties in understanding he requirements, apply on their behalf.

5.2 As part of the correction application process, the superintendent registrar may require a copy of the register page for the marriage solemnized at your building. The copy may be provided as a photocopy of the entry or a digital copy and may be transmitted digitally or by another method to the superintendent registrar.

6 **Offences and Penalties**

6.1 Section 76A of the Marriage Act 1949 sets out certain provisions to impose penalties on persons refuse to attend their local register office regarding the non return the marriage document or the marriage schedule, see also paragraphs 7.4 and 7.5 below.

7 **Reconciliation**

7.1 A system of reconciliation is required to ensure that all marriage documents and schedules are accounted for and are returned to the local register office to be registered on RON and a certificate issued to the couple.

7.2 Should the marriage not proceed because of cancellation or delay, then you should report the matter immediately to the local register office. Likewise, you should report any lost or destroyed marriage documents to the local register office. Registration Officers will have a number of online tools that will enable them to run reports that will aid engaging with members of the clergy to identify missing or late returned marriage documents.

7.3 For a marriage following civil preliminaries, the marriage schedule will be issued by the local register officer and will be sent direct to the member of the clergy or handed to the couple who will then present it to the clergy prior to the ceremony. After the ceremony you will arrange for the return of the schedule to the local register office for registration and the issue of a marriage certificate.

7.4 The member of the clergy who has solemnized the marriage is legally required to return the signed marriage schedule to their local register office within 21 days. If the marriage was after civil preliminaries, the local register service will write to you if they have not received the marriage schedule.

7.5 If the signed marriage schedule has still not been received within 8 days of the date of this letter, then the local registration service will send a further notice requiring you to attend in person at the register office within 8 days of the date of the notice. Failure to attend the register office without reasonable cause after being given a notice to do so is an offence and you may be liable to a fine not exceeding level 3 on the standard scale, which is currently
£1000. The local registration service will not be aware of marriages solemnised after ecclesiastical preliminaries, where a marriage document has been issued. In these circumstances the local registration service will periodically contact you, to check against the marriages they have registered upon receipt of a marriage document against the marriages actually solemnised at the church. In cases of any discrepancy, e.g. you are in possession of an unreturned marriage document, then you should return this to the local registration service as soon as possible.

8 Baptism

Certificate of Name Given in Baptism

8.1 The Births and Deaths Registration Act 1953 allows for a baptismal certificate issued by the clergy, to be used for the purpose of having the baptismal name inserted in the birth registration when no forename was given to the child at registration or when the child was baptised in a forename differing from that entered in the register.

8.2 A form “Certificate of name given in baptism” needs to be completed by the officiating minister or person, who has custody of the baptismal register, and given to the appropriate superintendent registrar to enable the update to be made to the registration. A book of these forms can be obtained (free of charge) from GRO. A copy of the form is in Appendix Q.

8.3 The addition of the baptismal forename to a birth registration can only be made when the baptism has taken place up to 12 months after the birth registration. When a baptismal forename is recorded in the birth register, it will entirely supersede any forename which may have previously been given to the child.

8.4 The Baptismal Registers Measure 1961 relates to baptism according to the rites of the Church of England. It enables a short certificate of baptism to be issued from an entry in the registers of baptisms. The Measure also provides that in the case of a person who was legitimated since they were baptised, the entry in the baptismal register can be annotated to record the legitimation and to add the name of the father to that register where it has been omitted. The person applying for the baptismal register to be annotated in this way must produce to Clerk in Holy Orders who has custody of the baptismal register, a birth certificate showing that the birth has been re-registered as that of a legitimated person.

9 Burial

Births and Deaths Registration Act 1926

Authorities for burial

9.1 Under the provisions of the Births and Deaths Registration Act 1926, the body of a deceased person may not (subject to the exception mentioned in paragraph 9.5 below) be buried before a Certificate for Burial or Cremation (green form 9) is issued by a registrar of births and deaths or an order of the coroner has been delivered to the “person effecting the disposal”.

9.2 The “person effecting the disposal” is defined by either:
• Section 12 of the Births and Deaths Registration Act 1926, as the person who has custody of the register of burials in which the disposal is to be registered e.g. the parish incumbent.

or

• The Burial Laws Amendment Act 1880 or Section 4 of the Welsh Church (Burial Grounds) Act 1945 for a burial in the churchyard or graveyard of a parish or ecclesiastical district, as referring to the relative, friend or legal representative who is charged or is responsible for the burial of the deceased person.

Registrar’s certificate and coroner’s order

9.3 Where the death occurred in England or Wales, either a coroner’s order (an example of this order is at Appendix U) or a registrar’s certificate must be produced before burial. The registrar’s certificate is either:

• certificate that the death has been registered; or
• a certificate that he or she has received notice of the death.

Both forms of certificate are incorporated in a single official form. An example of the registrar’s certificate (part b) is at Appendix T.

Certificate that death is not required to be registered

9.4 Where the body is that of a person whose death took place elsewhere than in England or Wales, a registrar’s certificate or coroner’s order is still necessary. If no coroner’s order has been issued, the registrar’s certificate will confirm that the death does not appear to be required by law to be registered in England or Wales. An example of this form is at Appendix T.

Certificate or order lost or mislaid

9.5 If the incumbent is satisfied, by a written declaration in the prescribed form, that the required documentation has been issued and there is a satisfactory explanation why it cannot then be produced to him, he may allow the burial to proceed e.g. where the document has been inadvertently mislaid or left behind by the relatives, the burial need not be postponed to wait its production. The prescribed form of declaration is shown in Appendix V, (Section 1 (i) of the Act). Prints of this form are not officially provided, but any declaration made must be written in the precise terms as prescribed. (See paragraph 9.9 below).

This is the only exception to the rule that a registrar’s certificate or coroner’s order must be produced before the burial is allowed to take place.

Notification of disposal to registrar

9.6 Under the Act, it is the duty of the “person effecting the disposal” to deliver to the registrar of births and deaths for the sub-district in which the death took place, within 96 hours of the burial, a notification in the prescribed manner as to the date, place and means of disposal of the body. The registrar’s certificate or coroner’s order which is produced to authorise the burial contains a detachable portion for the purpose of this notification. The Regulations made by the Registrar General prescribes that this detachable portion is used for notifying the disposal of the body of the deceased person to whom the certificate or order relates. Therefore, the detachable portion of a registrar’s certificate or coroner’s order may not be used to notify the disposal of the body of any other person.
9.7 Where an incumbent has proceeded with the burial before receiving the registrar’s certificate or coroner’s order but has been satisfied that one of these documents was in fact issued, they should, wherever possible, obtain the document and use the detachable portion of it for notifying the registrar of the disposal. If, however, the document cannot be produced, the incumbent must carry out the duty to notify the disposal by sending to the registrar a written statement of the date, place and means of disposal. This statement must be in the form shown under the heading ‘Part C’ in Appendix S.

**Still-births**

9.8 Still-births are required to be registered by the registrar of births and deaths; and the authority which must be delivered to ‘a person who has control over or who ordinarily buries bodies in any burial ground’, before he buries a still-born child or permits it to be buried, will be either:

- a coroner’s order for burial or
- a certificate by the registrar that they have
  a) registered the still-birth or
  b) received written notice of the still-birth.

A registrar’s certificate will be issued on an official form and described as either;

- a ‘Certificate for Burial or Cremation (Still-Birth)’ for use after registration, or
- a ‘Certificate for Burial (Still-Birth) for use before registration.

However, both forms of certificate are incorporated in a single official form. An example of this form is at Appendix R.

It is not necessary for the burial of the body of a still-born child to be notified to the registrar, and therefore the forms of registrar’s certificate do not contain a detachable portion.

9.9 The provision mentioned in paragraph 9.5 above, allowing burial to take place upon a written declaration in the absence of a registrar’s certificate or coroner’s order, does not apply to the burial of the body of a still-born child.

9.10 Ministers are advised to see that their clerks or sextons clearly understand the provisions set out above.

**Births and Deaths Registration Act 1874**

9.11 Section 18 of the Births and Deaths Registration Act 1874, provides that:

‘A person shall not wilfully bury or procure to be buried the body of any deceased child as if it were still-born. A person who has control over or ordinarily buries bodies in any burial ground shall not permit to be buried in such burial ground the body of any deceased child as if it were still-born. Any person who acts in contravention of this Section shall be liable to a penalty not exceeding ten pounds’.

**Notice required for burial of two or more bodies in one coffin**

9.12 Section 19 of the Act of 1874 contains the following enactment to meet cases in which more than one body is buried in a coffin:
'Where there is in the coffin in which any deceased person is brought for burial the body of any other deceased person, or the body of any still-born child, the undertaker or other person who has charge of the funeral shall deliver to the person who buries or performs any funeral or religious service for the burial of such body or bodies notice in writing signed by such undertaker or other person and stating to the best of his knowledge and belief with respect to each such body the following particulars:

(a) If the body is the body of a deceased person - the name, sex and place of abode of the said deceased person;

(b) If the body has been found exposed, and the name and place of abode are unknown - the fact of the body having been so found and of the said particulars being unknown; and

(c) If the body is that of a deceased child without a name, or a still-born child - the name and place of abode of the father, or, if it is illegitimate, of the mother of such child.

Every person who fails to comply with this section shall be liable to a financial penalty'.

9.13 The undertaker's notice must be in writing; and it should be clearly understood that, whenever two or more bodies are in one coffin, the notice required under Section 19 must be given in addition to (not instead of) the certificates or orders required under the Births and Deaths Registration Act 1926, to be delivered to the person effecting the disposal.

Burial Laws Amendment Act 1880

Notice of intended burial
9.14 Section I of the Burial Laws Amendment Act 1880, provides that any relative, friend or legal representative having the charge of, or being responsible for the burial of a deceased person which it is desired, shall take place under the provisions of that Act in a churchyard or graveyard of a parish or ecclesiastical district, shall give 48 hours' notice in writing of such intended burial to the rector, vicar or other incumbent, or, in his or her absence to the officiating minister in charge of the parish or ecclesiastical district or place, or to any person appointed by him or her to receive such notice.

Certificate of burial
9.15 Section 10 of the Act provides that when any burial has taken place under the Act in the churchyard or graveyard of a parish or ecclesiastical district, the person having the charge of or being responsible for the burial shall, on the same day or the day immediately following, send a certificate of burial, in the prescribed form or to the same effect, to the rector, vicar, incumbent or other officiating minister in charge of the parish or district in which the churchyard or graveyard is situated or to which it belongs. See Appendix S.

9.16 The notice required to be given under Section 10 of the Burial Laws Amendment Act 1880, is independent of, and in addition to, the notification required to be given under Section 3 of the Births and Deaths Registration Act 1926 to the registrar of births and deaths for the sub-district in which the death took place.
## Appendices

### Appendix A - Useful contact details

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRO</td>
<td>Smedley Hydro, Trafalgar Road, Southport, Merseyside PR8 2HH</td>
<td>Tel: 0300 123 1837, Email: <a href="mailto:grofirstpointofcontact@gov.gov.uk">grofirstpointofcontact@gov.gov.uk</a></td>
</tr>
<tr>
<td>GRO, Data Unit</td>
<td></td>
<td>Tel: 0300 072 2321, Email: <a href="mailto:gro.fdu@gro.gov.uk">gro.fdu@gro.gov.uk</a></td>
</tr>
<tr>
<td>GRO, Registration Supplies Unit</td>
<td></td>
<td>Tel: 0151 471 4259/4736, Email: <a href="mailto:registration.supplies@gro.gov.uk">registration.supplies@gro.gov.uk</a></td>
</tr>
<tr>
<td>Ecclesiastical Stationery Supplies</td>
<td>28 Windmill Rise, Hundon, Suffolk CO10 8EQ</td>
<td>Tel: 01440 784596, Website: <a href="http://www.registrarsink.co.uk">http://www.registrarsink.co.uk</a></td>
</tr>
<tr>
<td>Forced Marriage Unit, Foreign, Commonwealth &amp; Development Office</td>
<td></td>
<td>Tel: 0207 008 0151, <a href="https://www.gov.uk/guidance/forced-marriage">https://www.gov.uk/guidance/forced-marriage</a></td>
</tr>
</tbody>
</table>
Appendix B - How to establish British Nationality

Guidance for the Clergy –
How to establish British Nationality for those who DO NOT have a current British Passport

START

Was the person born in the UK before 1/1/1983?

YES

Person is automatically a British National. You should see person’s birth certificate or passport

NO

Was one of their parents** born in the UK?

YES

Does the person wishing to marry have a full UK birth certificate and documentary evidence that their parent** was born in the UK before 1/1/1983?

YES

Check current use of Name (See 2.9 of the Guidebook for the Clergy for details of what documentation is acceptable) and proceed to the next stage of Banns/Common Licence

NO

Do NOT proceed
Advise parties to contact the Register Office to obtain a Superintendent Registrar’s schedule

NO

Does the party wishing to marry have a naturalisation/registration certificate?

YES

Do NOT proceed
Advise parties to contact the Register Office to obtain a Superintendent Registrar’s schedule

NO

** Which parent can nationality be taken from?
1) Child born within marriage: Nationality can be taken from either parent.
2) Child was born outside marriage: Nationality can be taken from mother. If parents subsequently marry nationality can be taken from the father (evidence of the marriage will need to be presented).
Appendix C – Pre-marriage checks following civil preliminaries

Guidance for the Clergy - Pre-Marriage Checks and Questioning

Marriage schedule should be presented

Are the schedule dates valid?

- YES
  - Venue correctly stated on the schedule?
    - YES
      - Directly question the couple, verifying details held on schedule
        - YES
          - Can the marriage proceed?
            - YES
              - Proceed with the marriage ceremony
            - NO
              - Marriage cannot proceed until matter resolved with SR
        - NO
          - Contact your local Superintendent Registrar or GRO to check if the marriage can proceed
    - NO
      - Contact your local Superintendent Registrar or GRO to check if the marriage can proceed

** In some cases (see 3.2) you will also be required to check the photographic template

Does the information agree?

- NO
  - Error amended on schedule and initialled by the party
  - Contact your local SR/GRO to check if the marriage can proceed
- YES
  - Is there an impediment to the marriage?
    - NO
      - Can the marriage proceed?
        - YES
          - Proceed with the marriage ceremony
        - NO
          - Do not proceed with the marriage until matter resolved with SR/GRO
    - YES
      - Contact your local SR/GRO to check if the marriage can proceed

Appendix D - Naval, Military and Air Force Chapels

Part V (sections 68 to 71) of the Marriage Act 1949 enables the bishop of the diocese in which a naval, military or air force chapel is situated, to authorise the publication of the banns of marriage and the solemnization of marriages in the chapel according to the rites of the Church of England or the Church in Wales.

However, before this can take place, the Secretary of State for Defence (or any person authorised by him) has to have:

- licensed the building,
- appointed one or more members of the clergy to solemnise marriages according to the rites of the Church of England in each licensed chapel, and advised GRO of the above actions.

Marriages which are solemnized in a chapel licensed in accordance with these provisions must:

- only be in the presence of an appointed minister,
- have at least one of the parties to the marriage be a “qualified person” when banns are first published or notice of marriage (civil preliminaries) are given.

A 'qualified person' is someone who:

- is a man or woman serving in any of the regular armed forces of the crown; or
- has served in any force included above, otherwise than with a commission granted or under an engagement entered into only for the purpose of war or other national emergency; or
- is a member of a reserve of officers, a reserve force, the Territorial and Volunteer Reserve Army or the Royal Auxiliary Air Force, called out on actual or permanent service, or embodied; or
- is a son or daughter, including an adopted son or daughter, stepson or stepdaughter of a person qualified under any of the foregoing paragraphs.
- is a member of the forces of one of the following countries stationed in England and Wales, or the daughter of a member of any such force?

<table>
<thead>
<tr>
<th>Country</th>
<th>Country</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Guyana</td>
<td>Norway</td>
</tr>
<tr>
<td>Bangladesh</td>
<td>India</td>
<td>Portugal</td>
</tr>
<tr>
<td>Barbados</td>
<td>Italy</td>
<td>Sierra Leone</td>
</tr>
<tr>
<td>Belgium</td>
<td>Jamaica</td>
<td>Singapore</td>
</tr>
<tr>
<td>Botswana</td>
<td>Kenya</td>
<td>Sri Lanka</td>
</tr>
<tr>
<td>Canada</td>
<td>Lesotho</td>
<td>Tanzania</td>
</tr>
<tr>
<td>Cyprus</td>
<td>Luxembourg</td>
<td>Tonga</td>
</tr>
<tr>
<td>Denmark</td>
<td>Malawi</td>
<td>Trinidad and Tobago</td>
</tr>
<tr>
<td>Fiji</td>
<td>Malaysia</td>
<td>Turkey</td>
</tr>
<tr>
<td>France</td>
<td>Malta</td>
<td>Uganda</td>
</tr>
<tr>
<td>Gambia (The)</td>
<td>Mauritius</td>
<td>United States of America</td>
</tr>
<tr>
<td>Germany</td>
<td>Netherlands</td>
<td>Zambia</td>
</tr>
<tr>
<td>Ghana</td>
<td>New Zealand</td>
<td>Zimbabwe</td>
</tr>
<tr>
<td>Greece</td>
<td>Nigeria</td>
<td></td>
</tr>
</tbody>
</table>

- or a military member (or his daughter) of any of the following headquarters and defence organisations; or a civilian member (or his daughter) of any of those headquarters or organisations, who is not a citizen of the United Kingdom and Colonies;
The Supreme Headquarters Allied Powers Europe (SHAPE)

The Headquarters of the Supreme Allied Commander Atlantic (SACLANT)

The Headquarters of the Allied Commander in Chief Channel (CINCHAN)

The Headquarters of the Commander of the Allied Maritime Air Force, Channel Committee (COMMAIRCHAN)

The Headquarters of the Commander in Chief of the Eastern Atlantic Area (CINCEASTLANT)

The Headquarters of the Commander of the Maritime Air Eastern Atlantic Area (COMMAIREASTLANT)
## Appendix E - Description of Occupation

The following are examples of the description of occupation that, subject to the wishes of the parties, should be used when recording a rank or profession.

The kind of industry/business and any professional qualification should be added.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent</td>
<td>Letting Agent, Estate Agent, Booking Agent, Literary Agent</td>
</tr>
<tr>
<td>Civil Servant</td>
<td>Official rank to be stated, followed by the name of the Department in which employed e.g. Administrative Officer, Ministry of Defence</td>
</tr>
<tr>
<td>Clerk</td>
<td>Audit clerk, Shipping Clerk, Purchasing Clerk, Advertising clerk</td>
</tr>
<tr>
<td>Designer</td>
<td>Garden Designer, Costume Designer, Set Designer, Graphic Designer</td>
</tr>
<tr>
<td>Director</td>
<td>Film Director, Company Director, Marketing Director, Funeral Director</td>
</tr>
<tr>
<td>Driver</td>
<td>Fork Lift Truck Driver, Coach Driver, Driver – Hot Food Delivery, Taxi Driver</td>
</tr>
<tr>
<td>Engineer</td>
<td>Civil Engineer, Electrical Engineer, Computer Engineer</td>
</tr>
<tr>
<td>Fitter</td>
<td>Tyre/Exhaust Fitter, Electrical Fitter, Carpet Fitter, Machine Tool Fitter</td>
</tr>
<tr>
<td>Labourer</td>
<td>Agricultural Labourer, Building Labourer, General Labourer</td>
</tr>
<tr>
<td>Manager</td>
<td>Retail Shop Manager, Sales Manager, Project Manager, Bank Manager</td>
</tr>
<tr>
<td>Officer</td>
<td>Finance Officer, Clerical Officer, Prison Officer, Welfare Officer</td>
</tr>
<tr>
<td>Technician</td>
<td>Technical Assistant A.M.I. Mech.E, Department of Trade and Industry</td>
</tr>
</tbody>
</table>
## Appendix F - Marriage document (to be used for ecclesiastical preliminaries only)

### MARRIAGE DOCUMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Date and place of marriage</td>
</tr>
<tr>
<td>2.</td>
<td>Name and surname</td>
</tr>
<tr>
<td>3.</td>
<td>Date of birth</td>
</tr>
<tr>
<td>4.</td>
<td>Condition</td>
</tr>
<tr>
<td>5.</td>
<td>Occupation</td>
</tr>
<tr>
<td>6.</td>
<td>Residence at time of marriage</td>
</tr>
<tr>
<td>7.</td>
<td>Mother/Father/Parent name, surname, and occupation</td>
</tr>
<tr>
<td>8.</td>
<td>Marriage solemnized according to the rites and ceremonies of the ________________________________ by ___________________</td>
</tr>
<tr>
<td>9.</td>
<td>Signatures of parties married</td>
</tr>
<tr>
<td>10.</td>
<td>Name and signature of witnesses</td>
</tr>
<tr>
<td>11.</td>
<td>Signature of the clergy by whom the marriage was solemnized (Signature) ___________________ (name) ___________________ (designation)</td>
</tr>
</tbody>
</table>
### Appendix G - Religious Marriage Schedule to be used after civil preliminaries

#### MARRIAGE SCHEDULE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date / Time</td>
<td></td>
</tr>
<tr>
<td>Sys No.</td>
<td></td>
</tr>
</tbody>
</table>

Marriage schedule issued by ........................................................................................................... (designation) in the registration district of .................................................................................. (administrative area) on .........................................................

The issue of this schedule has not been forbidden by any person authorized to forbid the same thereof.

The waiting period in respect of both notices of marriage has expired, or has been reduced on the authority of the Register General. The marriage must be solemnised on or before ..............................................................................................

1. Date and place of marriage
   |        |
2. Name and surname
   |        |
3. Time of birth
   |        |
4. Consent
   |        |
5. Occupation
   |        |
6. Residence at time of marriage
   |        |
7. Mother/Father/Deceased name, surname and occupation
   |        |

8. Marriage solemnised according to the rites and ceremonies of paragraph

   * in the parish of ........................................................................................................ (signature)

   ......................................................................................................................... (signature)

   ......................................................................................................................... (designation)

   * A yes or no answer

9. Signature of person married
   |        |
10. Names and signatures of witnesses
   |        |
11. Signature of person authorised to sign the schedule
   |        |
Appendix H - Marriage document completed with, “three parent’s names for the groom, including step-parent:

**MARRIAGE DOCUMENT**

<table>
<thead>
<tr>
<th>1. Date and place of marriage</th>
<th>Seventeenth April 2022 in the Parish Church of Christ Church, 124 Lord Street, Southport</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name and surname</td>
<td>Henry HARKER</td>
</tr>
<tr>
<td></td>
<td>Patricia DAWSON</td>
</tr>
<tr>
<td>3. Date of birth</td>
<td>1st January 1973</td>
</tr>
<tr>
<td>4. Condition</td>
<td>Single</td>
</tr>
<tr>
<td>5. Occupation</td>
<td>Bank Clerk</td>
</tr>
<tr>
<td>6. Residence at time of marriage</td>
<td>6 Ipsom Road, Croydon, CR0 4SB</td>
</tr>
<tr>
<td></td>
<td>73 Lord Street, Southport, PR9 0FQ</td>
</tr>
<tr>
<td>7. Mother/Father/Parent</td>
<td>Charles HAWKER (deceased) Timber Merchant</td>
</tr>
<tr>
<td>name surname and occupaton</td>
<td>Marjorie BROWN (deceased) Homemaker</td>
</tr>
<tr>
<td></td>
<td>John BROWN (step-father)(deceased) Taxi Driver</td>
</tr>
<tr>
<td></td>
<td>James MARTIN Solicitor</td>
</tr>
<tr>
<td></td>
<td>Sandra MARTIN Solicitor</td>
</tr>
<tr>
<td>8. Marriage solemnized</td>
<td>according to the rites and ceremonies of the</td>
</tr>
<tr>
<td>by / after *</td>
<td>by me. * delete as appropriate</td>
</tr>
<tr>
<td>9. Signature of parties</td>
<td></td>
</tr>
<tr>
<td>married</td>
<td></td>
</tr>
<tr>
<td>10. Name and signature</td>
<td></td>
</tr>
<tr>
<td>of witnesses</td>
<td></td>
</tr>
<tr>
<td>11. Signature of the</td>
<td></td>
</tr>
<tr>
<td>member of the clergy</td>
<td></td>
</tr>
<tr>
<td>by whom the marriage was</td>
<td></td>
</tr>
<tr>
<td>solemnized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(signature)</td>
</tr>
<tr>
<td></td>
<td>(name)</td>
</tr>
<tr>
<td></td>
<td>(designation)</td>
</tr>
</tbody>
</table>
Appendix I - showing the same document after signing by the parties, witnesses and the member of the clergy

**MARRIAGE DOCUMENT**

<table>
<thead>
<tr>
<th>1. Date and place of marriage</th>
<th>Seventeenth April 2022 in the Parish of Christ Church, 124 Lord Street, Southport</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name and surname</td>
<td>Henry HAWKER</td>
</tr>
<tr>
<td>3. Date of birth</td>
<td>1st January 1973</td>
</tr>
<tr>
<td>4. Condition</td>
<td>Single</td>
</tr>
<tr>
<td>5. Occupation</td>
<td>Bank Clerk</td>
</tr>
<tr>
<td>6. Residence at time of marriage</td>
<td>6 Epsom Road, Croydon, CRO 6NB</td>
</tr>
<tr>
<td>7. Mother/Father/Parent name surname and occupation</td>
<td>Charles HAWKER (deceased)</td>
</tr>
<tr>
<td>8. Marriage solemnized according to the rites and ceremonies of the</td>
<td>Church of England</td>
</tr>
<tr>
<td>9. Signature of parties married</td>
<td>H Hawker</td>
</tr>
<tr>
<td>10. Name and signature of witnesses</td>
<td>William Frank Thompson</td>
</tr>
<tr>
<td>11. Signature of the member of the clergy by whom the marriage was solemnized</td>
<td>Montague Curtis (signature)</td>
</tr>
</tbody>
</table>
### MARRIAGE DOCUMENT

Marriage document issued by Edward Lightfoot (name) Vicar (designation)
in the parish of Sevenoaks, in the County of Kent

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Date and place of marriage</td>
<td>Sunday April 2022 in the Parish Church of St Nicholas, Rectory Lane, Sevenoaks</td>
</tr>
<tr>
<td>2. Name and surname</td>
<td>William HAMLEY</td>
</tr>
<tr>
<td>3. Date of birth</td>
<td>10th February 1979</td>
</tr>
<tr>
<td>4. Condition</td>
<td>Previous marriage annulled</td>
</tr>
<tr>
<td>5. Occupation</td>
<td>Housewife</td>
</tr>
<tr>
<td>6. Residence at time of marriage</td>
<td>24 High Street, Sevenoaks TN13 7PA</td>
</tr>
<tr>
<td>7. Mother/Father/Parent name surname and occupation</td>
<td>George HAMLEY Brewer</td>
</tr>
<tr>
<td></td>
<td>Linda HAMLEY Nurse (RN)</td>
</tr>
<tr>
<td>8. Marriage solemnized according to the rites and ceremonies of the Church of England by</td>
<td>W Hanley</td>
</tr>
<tr>
<td>9. Signature of parties married</td>
<td></td>
</tr>
<tr>
<td>10. Name and signature of witnesses</td>
<td>James Hanley, J Hanley, Helen Kennard, H Kennard</td>
</tr>
<tr>
<td></td>
<td>Joyce Kennard, J Kennard</td>
</tr>
<tr>
<td>11. Signature of the member of the clergy by whom the marriage was solemnized</td>
<td>E Lightfoot</td>
</tr>
<tr>
<td></td>
<td>Edward Lightfoot Vicar</td>
</tr>
</tbody>
</table>

---

Appendix J - Marriage document showing initialled amendments made at the ceremony by the incumbent and the parties that will be carried through to the registration.
Appendix K - Marriage entry created from the previous marriage document showing the correct details.

<table>
<thead>
<tr>
<th>MARRIAGE</th>
<th>Entry No.25</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of marriage</strong></td>
<td>Second April 2022</td>
</tr>
<tr>
<td><strong>Name and surname</strong></td>
<td>William HAMLEY</td>
</tr>
<tr>
<td><strong>Date of birth</strong></td>
<td>10th February 1979</td>
</tr>
<tr>
<td><strong>Condition</strong></td>
<td>Previous marriage annulled</td>
</tr>
<tr>
<td><strong>Occupation</strong></td>
<td>Mailster</td>
</tr>
<tr>
<td><strong>Residence at time of marriage</strong></td>
<td>24 High Street, Sevenoaks, TN13 7PQ</td>
</tr>
<tr>
<td><strong>Mother/Father/Parent name surname and occupation</strong></td>
<td>George HAMLEY Brewer</td>
</tr>
<tr>
<td></td>
<td>Linda HAMLEY Nurse (SRN)</td>
</tr>
<tr>
<td><strong>Signature of the parties married</strong></td>
<td>W Hamley</td>
</tr>
<tr>
<td><strong>Name and surname of witnesses</strong></td>
<td>James HAMLEY, J Hamley, Helen KENNARD, H Kennard, Joyce KENNARD, J Kennard</td>
</tr>
<tr>
<td><strong>Signature of the member of the clergy by whom the marriage was solemnized</strong></td>
<td>Edward Lightfoot, Vicar</td>
</tr>
</tbody>
</table>
Appendix L - A marriage document completed manually by the clergymen, Edward Cargill, then signed by the parties the witnesses and him

<table>
<thead>
<tr>
<th>MARRIAGE DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage document issued by Edward Cargill (name) Vicar (designation)</td>
</tr>
<tr>
<td>in the parish of St Luke, Chelsea, in the Royal Borough of Kensington and Chelsea</td>
</tr>
<tr>
<td>1. Date and place of marriage</td>
</tr>
<tr>
<td>2. Name and surname</td>
</tr>
<tr>
<td>3. Date of birth</td>
</tr>
<tr>
<td>4. Condition</td>
</tr>
<tr>
<td>5. Occupation</td>
</tr>
<tr>
<td>6. Residence at time of marriage</td>
</tr>
<tr>
<td>7. Mother/Father/Parent name surname and occupation</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>8. Marriage solemnized according to the rites and ceremonies of the Church of England</td>
</tr>
<tr>
<td>9. Signature of parties married</td>
</tr>
<tr>
<td>10. Name and signature of witnesses</td>
</tr>
<tr>
<td>11. Signature of the member of the clergy by whom the marriage was solemnized</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Appendix M Bilingual Marriage Document, showing 6 witnesses and 4 parental options for the bride (continues on page 44).

### MARRIAGE DOCUMENT

**DODFEN PRIODAS**

<table>
<thead>
<tr>
<th>Date and place of marriage</th>
<th>Tenth February 2021, Holy Trinity Parish Church</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>19th June 1950</td>
</tr>
<tr>
<td>Occupation</td>
<td>Librarian</td>
</tr>
<tr>
<td>Residence at time of marriage (with address)</td>
<td>10 Bridge Street, Cwmaman SA31 8XX</td>
</tr>
<tr>
<td>Mother/Father/Parent names and occupations</td>
<td>John Lloydo (Iaithoes) (married)</td>
</tr>
<tr>
<td>Witnesses</td>
<td>Rees Roberts (Iaithoes) (married)</td>
</tr>
</tbody>
</table>

**Signature of parties**

- A Williams
- D Parry
<table>
<thead>
<tr>
<th>No.</th>
<th>Name and signatures of witnesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Alex Smith, Mary Smith, Bill Smith, Peter Brown, D. Brown, Dennis Brown, D. Brown, Stephen Williams, S. Williams, John Evans, B. Evans</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Signature of the member of the clergy by whom the marriage was solemnised</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Peter Smith (signature cleared)</td>
</tr>
<tr>
<td></td>
<td>Roger Johnson (ministerial) / Clerk (designated)</td>
</tr>
</tbody>
</table>
Appendix N: A completed marriage schedule

**MARRIAGE SCHEDULE**

Marriage schedule issued by John Smith (name) Superintendent Registrar (designation) in the registration district of Sefton in the Metropolitan District of Sefton (administrative area) on 17 July 2021.

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

The waiting period in respect of both notices of marriage has expired, or has been reduced on the authority of the Registrar General. The marriage must be solemnised on or before 17 July 2022.

<table>
<thead>
<tr>
<th>1. Date and place of marriage</th>
<th>Fourth March 2022, Holy Trinity Church, Bootle Street, Southport</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name and surname</td>
<td>Howard Andrew JACKSON</td>
</tr>
<tr>
<td></td>
<td>Elizabeth Alison Mary WILLIAMS</td>
</tr>
<tr>
<td>3. Date of birth</td>
<td>2nd February 1997</td>
</tr>
<tr>
<td>4. Date of birth</td>
<td>10th September 1994</td>
</tr>
<tr>
<td>5. Condition</td>
<td>Single</td>
</tr>
<tr>
<td>6. Occupation</td>
<td>Civil Engineer</td>
</tr>
<tr>
<td>7. Occupation</td>
<td>Estate Agent</td>
</tr>
<tr>
<td>8. Residence at time of marriage</td>
<td>39 Chestwold Walk, Southport, PR8 9JP</td>
</tr>
<tr>
<td>9. Mother/Father/Parent name and surname and occupation</td>
<td>Joseph JACKSON (father)</td>
</tr>
<tr>
<td></td>
<td>Elizabeth JACKSON (step-parent)</td>
</tr>
<tr>
<td></td>
<td>Harold Edwin WILLIAMS (deceased)</td>
</tr>
<tr>
<td></td>
<td>Eileen WILLIAMS</td>
</tr>
<tr>
<td></td>
<td>Housewife</td>
</tr>
<tr>
<td>10. Signature of parties married</td>
<td>J A Jackson</td>
</tr>
<tr>
<td></td>
<td>E A M Williams</td>
</tr>
<tr>
<td>11. Signature of person authorised to sign the schedule</td>
<td>J Baxter</td>
</tr>
<tr>
<td></td>
<td>James Evans</td>
</tr>
</tbody>
</table>

Date / Time: 

[Signature]

[Signature]
APPENDIX O FORM OF ACKNOWLEDGEMENT

This is to confirm that a marriage between ___________________________ and ___________________________ was solemnized on ___________________________ at ___________________________

Signed
__________________________
Designation

The register office will be informed that the marriage has taken place. Once registered, a certificate can be obtained from:
__________________________

A fee is charged for the certificate.

Details of register offices can be found on Gov.UK
https://www.gov.uk/register-offices

__________________________
APPENDIX P - APPLICATION FORM FOR A CORRECTION AND SUPPORTING GUIDANCE NOTES

General Register Office

Application form to correct the details of a Marriage / Civil Partnership Registration.

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

A fee of £20 is payable to the register office where the marriage / civil partnership took place for an application to correct a marriage / civil partnership registration.
This is in addition to the usual fee, as is now reimbursable. The fee must to be paid at the point of application.

The General Register Office recommends that you check with the place of marriage / civil partnership and on the back of the register where the marriage / civil partnership took place, to confirm that the error exists in the marriage / civil partnership register held there.

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

1.0 Details of the parties:

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

2.0 Marriage / Civil Partnership details

We will need to see a copy of your marriage / civil partnership certificate to check that the error occurs in the marriage / civil partnership register and so not simply a copying error. Please tick the box to indicate a copy enclosed.

3.0 Details of the error(s) and the correction(s) to be made to your marriage / civil partnership registration.

(please explain the errors 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:

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

6.0 Checklist for Superintendent Registrar

6.1 Application form fully completed:

6.2 Marriage / civil partnership certificate enclosed:

6.3 Civil marriage / civil partnership entry or duplicate marriage entry enclosed:

6.4 Evidence enclosed:

6.5 Fee paid:

Proof of Identity:

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 / civil partnership was registered. For reasons of GDPR we may not confirm whether your application has been received.

The local register office will be able to advise you on what further applies for consideration of the application.

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.

Further processing factors

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 service.

The General Register Office is part of the Home Office / Passport Office.
Appendix P (continued) How to apply for a correction to a marriage registration

General Register Office

How to apply for a correction to a marriage/civil partnership registration

1. General Information

A fee of £60 is payable for an application to correct a marriage/civil partnership 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/civil partnership registration form 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 in the area where your marriage/civil partnership took place, or
- the person, 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/civil partnership took place to check how the fee will be taken and how your application will be processed.

3. Who can apply for a correction?

If the party to the marriage/civil partnership 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 registration.

4. 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 registration explaining what the corrected information should be and the date on which the correction was made. All certificates issued afterwards will indicate this note.

5. Do I need to prove that the information contained in the marriage/civil partnership certificate is wrong?

You will need to show that the information originally given at the time of marriage/civil partnership was wrong. You should provide a copy of the marriage/civil partnership 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/civil partnership. 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.

6. 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 copies 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/guidance/passport-applications

Acceptable certifiers are listed under the heading ‘Occupations’.

The person certifying the photocopies must not be related to both or marriage/civil partnership 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 sent by me’
- sign the photocopy
- print their name
- confirm their occupation
- add their address and telephone number.

If you are sending 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 retain them.

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

No, you will be informed by local register office when entry has been corrected.

8. How long will it take for my marriage/civil partnership 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, the further reply may be 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.

9. Where can I find out more?

You can contact either the religious building or the register office where the marriage/civil partnership 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 2AN
Phone: 0300 123 1837
E-mail: GROCasework@homeoffice.gov.uk
Internet: Go to www.gov.uk/government/publications/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 and the Civil Partnership Act 2004 but is not a full statement of the law.

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

For the purpose of deleting and preventing online, 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 Q - Certificate of Name Given in Baptism

This form to be used only for insertion of Baptismal name in a birth register
(NOT * in the case of an adopted child - for insertion in the Adopted Children Register)

BIRTHS AND DEATHS REGISTRATION ACT 1953
(Form prescribed by the Registration of Births and Deaths Regulations 1997)

CERTIFICATE OF NAME GIVEN IN BAPTISM #
within 12 months after registration of birth

I, _______________________________________, of ____________________________,
do hereby certify that (according to the register of Baptisms for ________________________)
now in my custody* the ________________________ child stated to have been born on the ________________________
day of ________________________

was on the ________________________ day of ________________________, baptised by ________________________
in the name ___________________________________________.

Witness my hand this ________________________ day of ________________________,

________________________________________
Signature

______________________________
Officiating Minister

______________________________
Person having custody of register

CERTIFICATE OF ENTRY OF BAPTISMAL NAME

I certify that the baptismal name has been entered by me in Entry No. ________________________, in the register book of births for the sub-district of ________________________, in the quarter ended ________________________

Signed __________________________________________
Superintendent Registrar

Date ________________________
Registrar ________________________

*Baptism means the rite or ceremony of the Christian Church
*To be deleted where the certificate is given by the person who baptised the child
*Strike out whatever does not apply
### Appendix R– Certificate for burial or cremation (still-birth)

**CERTIFICATE FOR BURIAL OR CREMATION (STILL-BIRTH)**

**AFTER REGISTRATION**

CERTIFICATE THAT REGISTRAR has REGISTERED STILL-BIRTH
(Births and Deaths Registration Act 1997, S.11 (2))
(From prescribed by the Registration of Births and Deaths Regulations 1987)

(I the undersigned registrar, do hereby certify that I have this day registered the birth of

the STILL-BORN child of

which took place on

Entry No. 

Signature of registrar

Date

Registration District 

Sub-district

---

**CERTIFICATE FOR BURIAL (STILL-BIRTH)**

**BEFORE REGISTRATION**

CERTIFICATE THAT REGISTRAR has RECEIVED NOTICE of STILL BIRTH

The certificate is not available for purposes of registration.

(I the undersigned registrar, do hereby certify that I have received notice of the birth of

the STILL-BORN child of

which took place on

Signature of registrar

Date

Registration District 

Sub-district

---

One of the above certificates is necessary if it is intended to bury the body of the still-born child in a burial ground. A person who has reason to suspect or who is aware that death has occurred in a burial ground may notify the body of a still-born child under a burial certificate upon which is a statement that:

A certificate given **AFTER REGISTRATION** is necessary if it is intended to cremate the body in a crematorium. A certificate given **BEFORE REGISTRATION** will not be acceptable for that purpose. It is an offence against the Cremation Act 1985, to burn the body of a still-born child except in a crematorium, unless the opening of which has been given to the Secretary of State.
Appendix S - Certificate for burial or cremation

Unless this document is delivered intact to the person mentioned overleaf, the burial or cremation may be delayed.
Appendix S (continued)

Notes which appear on the back of the form of Certificate for Burial or Cremation

NOTE

The person to whom this certificate must be delivered is:

(a) If the body is to be buried,
   (i) the person by whom or by whose officer the register in which the burial is to be recorded is kept, or
   (ii) in the case of a burial in a churchyard under the Burial Laws Amendment Act 1880 or Section 4 of the Welsh Church (Burial Grounds) Act 1945, the relative, friend or legal representative of the deceased having the charge of or being responsible for the burial.

(b) If the body is to be cremated,
   the medical referee appointed by the cremation authority.

NOTE TO PART C

On the burial or cremation of the body of the deceased person to whom this certificate relates, the person effecting the burial, or in the case of cremation, the Registrar of the Crematorium, must within 96 hours fill up the Form of Notification on the other side (Part C), detach it from Part B and send it to the Registrar of Births and Deaths by whom the certificate was given. The certificate itself (Part B) should be retained by the person effecting the burial, etc. (See Note to Part B).

The Part C of this certificate must not be used to notify the burial or cremation of any body except that of the deceased person to whom the certificate relates.

NAME AND ADDRESS OF REGISTRAR
Appendix T - Certificate that death is not required to be registered
DECLARATION BY APPLICANT

I hereby declare that the body of the late ......................................................... has been removed from ................................................................. into England and Wales and that it is intended to bury or cremate the body of ................................................................. and that no Coroner's Inquest in England or Wales has been, or, so far as I am aware, is intended to be held respecting such body. I declare that the death of the said deceased took place at ................................................................. on the .................. day of ................................................................. 20 ........................ and I submit the following documentary evidence of the date and place of death so declared to be true.

I accordingly apply for a Certificate that the death is one required by law to be registered in England or Wales, and I make this declaration solemnly and sincerely, believing the same to be true.

Signature of Declarant.................................................................
Date.................................................................
Capacity in which Applicator is acting .................................................................

I have seen the documentary evidence produced and witnessed the above declaration.

Signature of Register.................................................................

Certificate issued on .................................................................
Notification issued on .................................................................
Date of burial or cremation .................................................................
Place of burial or cremation .................................................................

LA 192082

LA 192082

LA 192082

UNLESS THIS DOCUMENT IS DELIVERED IN SUFFICIENT TIME TO THE PERSON AUTHORIZED OVER THE BURIAL OR CEMETARY MAY BE DELAYED

PART B

CERTIFICATE THAT DEATH IS NOT REQUIRED TO BE REGISTERED

Births and Deaths Registration Act 1953, s. 24 (2).

(From prescribed by the Registration of Births and Deaths Regulations 1982 (S.I. 1982 No. 3286)).

I, the undersigned registrar hereby certify that the information declared before me appears that the death of .................................................................

dated .................................................................
is not required by law to be registered in England or Wales.

Date.................................................................
Signature.................................................................

Registrar of Births and Deaths. .................................................................

Registration District.................................................................
Sub-district.................................................................

PART C

NOTIFICATION OF DISPOSAL

(see back)

Births and Deaths Registration Act 1953, s. 3 (1).

(From prescribed by the Registration of Births and Deaths Regulations 1982 (S.I. 1982 No. 3286)).

This is to certify that the body of .................................................................
decomposed, or that on ................................................................. it was not cremated* on .................................................................

Signature.................................................................

on behalf of.................................................................

Date.................................................................

*Strike out whichever does not apply.
Appendix T (continued)

Notes which appear on the back of the form of Certificate that death is not required to be registered

NOTE TO PART C
On the burial or cremation of the body of the deceased person to whom this certificate relates, the person affecting the burial or, in the case of cremation, the Registrar of the Crematorium, must within 96 hours fill up the Form of Notification on the other side (Part C) detach it from Part B and send it to the Registrar of Births and Deaths by whom the certificate was given. The certificate itself (Part B) should be retained by the person affecting the burial, etc. (See Note to Part B)

The Part C of this certificate must not be used to notify the burial or cremation of any body except that of the deceased person to whom the certificate relates.

NOTE TO PART B
The person to whom this certificate must be delivered is:

(a) if the body is to be buried,

by the person by whom, or by whose officer the register in which the burial is to be recorded is kept, or

(b) in the case of a burial in a churchyard (under the Burial Laws Amendment Act, 1886) or Section 4 of the Welsh Church (Burial Grounds) Act, 1945, the relative, friend or legal representative of the deceased having the charge of or being responsible for the burial.

(b) if the body is to be cremated,

the medical referee appointed by the crematorium authority.
Appendix U - Coroner's Order for Burial: Notification of Burial

**PART A**

Name of deceased

Order issued on

To (name)

(address)

---

**PART B**

CORONER'S ORDER FOR BURIAL

Form prescribed by the Coroners Rules 1984

I hereby authorise the burial of the body of ________________________________

On ____________________ at ____________________

Died on ____________________

Who died on ____________________

Date ____________________

Signature

Coroner for

---

**PART C**

NOTIFICATION OF BURIAL

(See opposite)

1. Order issued by the coroner for ____________________

2. The burial must be notified on this form to the Registrar of Births and Deaths at ____________________

This is to notify that the body of ____________________

deceased, who died on ____________________

was buried on ____________________

Signature ____________________

on behalf of ____________________

Date ____________________

Form 101

---

Any intention to remove the body out of England and Wales must be notified to the coroner in advance of removal. A form for giving notice may be obtained from the coroner or the registrar. This certificate will authorise the burial in a burial ground of the remains of a still-born child. This certificate is of no use for coronation. The coroner is requested to fill in spaces 1 and 2 of Part C of this form (see above for details). Unless this document is delivered intact to the person mentioned on it, the burial may be delayed.
Appendix U (continued)

Notes which appear on the back of the form of Coroner's Order for Burial

**NOTE TO PART C**

On the burial of the body of the deceased person to whom this certificate relates, the person authorising the burial must within 96 hours, fill up the form of notification on the other side (Part D), return it to Part B and send it to the Registrar of Births and Deaths for the municipality in which the death took place or, if the death took place outside, than in any town or village, to the registrar of births and deaths for the municipality in which the burial took place. The certificate itself (Part B) should be signed by the person authorising the burial (see note to Part A).

The Part C of this certificate must not be used to notify the burial of any body except that of the deceased person to whom the certificate relates.

No notification is necessary in the case of the burial of the remains of a still-born child.

**NOTE TO PART B**

The person to whom this certificate must be delivered is:

1. The person by whom or by whose order the act in which the burial is to be recorded is kept.

2. In the case of a burial in a churchyard under the Burial Laws Amendment Act 1986, or Section 3 of the Welsh Church (Burial Grounds) Act 1901, the relatives, heir or legal representative of the deceased having the charge of or being responsible for the body.
Appendix V- Declaration that Certificate or Order has been issued

I……………………………………………….of……………………………………………….. in pursuance of the Births and Deaths Registration Act 1926, declare:

1. That I am the person procuring the burial of the body of ………………………………………
   who died at …………………………………………………………………………………… on
   the ……………………………………………………………………………………….

2. That a registrar’s certificate* authorising burial was issued by the registrar* ………
   coroner’s order                             coroner
   at .............................................. to .................................................................
   living at .............................................. on ......................................................

   and

3. That the reason why the said document cannot be delivered before burial is
   that:……………………………………………………………………………………………

I make this declaration believing the same to be true.

Signature of declarant ........................................................................................................

Date .................................................................................................................................

* Strike out whichever does not apply.
Appendix W - Certificate of burial under the Burial Laws Amendment Act 1880

Form of certificate to be transmitted to the Rector, Vicar or Incumbent under Section 10 of the Burial Laws Amendment Act 1880 (43 & 44 Vict. C. 41)

I ……………………………… of ……………………………, the person having the charge of (or being responsible for) the burial of the deceased, do hereby certify that on the …………………… day of …………………………………, A.B. of …………………………………, aged ……………, was buried in the churchyard (or graveyard) of the parish (or district) of ……………………………………………………………………………………………………………. To the Rector (or, as the case may be) of ………………………………………………………………………………………………………
EU Settlement Scheme (EUSS)

Check someone’s EUSS settled or pre-settled status
Step-by-step guide
Check someone’s EUSS settled or pre-settled status – checker service

The service is accessed by visiting GOV.UK
https://www.gov.uk/check-immigration-status
Share code and date of birth

2

Enter the person's share code

Share code
For example, XXXXXXXXX

Continue

I don't know the share code
The share code is created when the person gives you permission to view their details.
Ask them to share the code with you.

3

Enter the person's date of birth

For example, 31 3 1980

Day Month Year

Continue

- A share code is only valid for 30 days.
- If the share code has expired, an error message is displayed saying it has expired and to contact the individual to generate another one.
We keep a record of the check and monitor how you use the service to help us make improvements and prevent abuse, but we do not keep a full audit of the check.

We therefore advise that you keep a record of the check for your own purposes.

For more information about when your personal information may be shared, read our privacy notice for the borders, immigration and citizenship system.
Appendix Y

Checking a Pending application

Dear [Salutation],

RE: [Application Reference]

CERTIFICATE OF APPLICATION

This certificate of application confirms receipt of your application under the EU Settlement Scheme. You will receive notification of the outcome in due course.

You can continue to rely on any rights you have as an EEA or Swiss citizen, or as the family member of an EEA, Swiss or qualifying British citizen, or as a person with a derivative right of residence under EU law whilst those rights remain in force in the UK. Further information can be found at [www.gov.uk/eusettlement]

If you have sent in your passport or identity document in support of your application, and it has not been returned with this certificate of application, we will return it as soon as we can. You should not make any travel plans until it is returned to you. If you need your passport because you have to travel urgently and an application has been made, please use the return of documents request form at [www.gov.uk/eusettlement]

We will contact you if we need any further information in order to process your application. We will use the email address and mobile phone number you gave us in your application to contact you and to tell you about the outcome of your application. If these details have changed, you need to tell us by going to 'Update your EU Settlement Scheme details' which can be found at [https://update-your-details.homeoffice.gov.uk/]

If you have any queries about your application, you can call the EU Settlement Resolution Centre (SRC),

Calling from inside the UK: 0300 123 7379
Calling from outside the UK: +44 203 080 0010

Further details on contacting us can be found on our website: [https://www.gov.uk/contact/inside-outside-uk/inside-the-uk/eu-settlement-scheme-settled-and-pre-settled-status]

Note for employers

A person who has applied under the EU Settlement Scheme may already have a right to work in the UK based on EU law.

Currently, EEA and Swiss citizens can demonstrate their right to work with their valid EEA or Swiss passport or national identity card. Non-EEA family members of EEA or Swiss citizens, or a person with a derivative right of residence can demonstrate their right to work in the UK with a valid biometric residence document for as long as they continue to have those rights under EU law.

If a non-EEA family member of an EEA or Swiss citizen does not have a biometric residence document, you can request information about their right to work by using the e-form which can be found by following the link [www.immigrationdatacheck.service.gov.uk/success]

Further information about the Employment Checking Service and the responsibilities of employers can be found at [www.gov.uk/employee-immigration-employment-status]

Yours sincerely,

On behalf of the Secretary of State

Data Protection

The Data Protection Act 2018 governs how we use personal data. For details of how we will use your personal information and who we may share it with please see our Privacy Notice for the Border, Immigration and Citizenship system at [https://www.gov.uk/government/publications/personal-information-use-in-border-immigration-and-citizenship]

This also explains your key rights under the Act, how you can access your personal information and how to complain if you have concerns.

Further Information

For further information or if you have any queries, our contact details are on our website [https://www.gov.uk/contact/inside-outside-uk/inside-the-uk/eu-settlement-scheme-settled-and-pre-settled-status]