



# British Consulate-General Madrid

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## **Foreign Marriage Recognition Certificate Application Pack**

Prepared by  
British Consulate-General Madrid

In this pack you will find:

1. Application Form
2. Disclaimer
3. Checklist of Supporting Documents
4. Instructions on how to send copies of your documents to us by email

[www.gov.uk/notarial-and-documentary-services-guide-for-spain](http://www.gov.uk/notarial-and-documentary-services-guide-for-spain)

# Application Form

## Foreign marriage recognition certificate (for a marriage registered outside of the UK or Spain)

- You must complete every section of this form and send it together with your scanned supporting documents (see Checklist page 4) to our email address (see page 4).
- On receipt of a fully completed application by email including correct supporting documents, we will contact you to offer you and your spouse an appointment at the nearest British Consulate.
- On the day of your appointment you will be charged the following consular fees for this service ([Fee 2ii](#) for the consular certificate, [Fee 4](#) declaration by UK national, [Fee 4](#) declaration by non UK citizen and [Fee 7](#) for uniting documents).
- You must take all the original documents in the Checklist to your consular appointment.

**Applicant's full name (UK National):**

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**Current address in Spain including town and postcode:**

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**Telephone number(s):**

**E-mail:**

**Spanish residence certificate number/ TIE photo card number:**

To avoid any delays with your application, please ensure all details are correct as this information will appear in the Foreign Marriage Recognition Certificate.

**1. Name of Foreigners' Office (*Extranjería*) requesting the consular certificate and date of appointment:**

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**2. Spouse's details:**

2.1 Full name: .....

2.2 Date of birth: .....

2.3 Passport number: .....

2.4 Current address in Spain including town and postal code: .....

2.5 Nationality: .....

**3. UK national's full address at the time of the marriage including town, postcode and country:**

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**4. Spouse's full address at the time of the marriage including town, postcode and country:**

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**5. City and country where the marriage was registered:**

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## 6. Date of marriage:

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## 7. The marriage certificate: [please select one]

Bears the Hague Apostille  Has been legalised by the authorities in the country of issue **AND** by the Spanish Embassy/consulate in the country of issue

## 8. As part of the application for this certificate, you will both have to make a declaration either in English or Spanish at the nearest British Consulate. Do you speak either English or Spanish? Please tick.

You:  Yes  No

Your spouse:  Yes  No

**If you answered "No", then please note:** In order to carry out your declaration at the British Consulate, you must provide an [official interpreter \(Intérprete Jurado\)](#), who can interpret from your own language into either English or Spanish. Consular [Fee 4](#) will be charged for taking the declaration made by the interpreter. The interpreter must bring their original photo ID document and original proof of current address i.e. up to date "padrón" certificate/TIE photo card, etc.

## 9. Feedback

We welcome your views on the Foreign Marriage Recognition Certificate. If you agree to be contacted by answering "Yes" below, you will be consenting to share your personal data - name, email address, telephone number and service received - with our independent partner research agency, IFF Research. You may withdraw your consent at any stage by emailing [Consular.research@fcdo.gov.uk](mailto:Consular.research@fcdo.gov.uk). For more details on how your data will be handled in relation to feedback please see the [research privacy policy](#) at [www.gov.uk/fcdo/tell-fcdo](http://www.gov.uk/fcdo/tell-fcdo).

Can our partner contact you for feedback to help improve this service? Please tick.

Yes  No

If yes, how do you prefer to be contacted? Please tick.

Phone  E-mail

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## Disclaimer

*"I understand and accept that it is my responsibility to ensure that any document provided as a result of this consular service is acceptable to the requesting authority and that if the document is to be presented outside of the UK or Spain, the signature of the Consular Officer will be recognised by the requesting authority. Refunds cannot be given where the incorrect service is requested.*

*Entiendo y acepto que es mi responsabilidad asegurarme que el documento objeto de este servicio consular y la firma del Oficial Consular serán reconocidos en el país y por la autoridad que requiere el mismo. Los servicios notariales solicitados incorrectamente no serán reembolsados".*

**I declare that the particulars given above are true to the best of my personal knowledge and belief.**

**Signature:**

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**Date:**

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<b>CHECKLIST - Certificate of Foreign Marriage Recognition</b>		<input checked="" type="checkbox"/>
<b>You MUST send us copies of the following supporting documents by email and take the <u>originals</u> with you to the British Consulate on the day of your appointment.</b>		
1	<b>Application form and Checklist</b> , fully completed and signed <b>N.B. the form must be filled out and signed by the UK national</b>	
2	Your valid <b>British passport</b>	
3	Your “ <i>Certificado de Empadronamiento</i> ” (town hall registration certificate), bearing your <b>current address</b>	
4	Your <b>Spanish residence certificate</b> (green document/card or TIE photo card), bearing your <b>current address</b>	
5	Your <b>spouse’s valid passport</b>	
6	Your <b>original marriage certificate</b> issued <b>AND</b> legalised in the country of issue in the last 3 months (contact the Embassy/consulate in Spain of the country where the marriage took place for advice)	
7	An <b>official translation into Spanish</b> of your legalised marriage certificate (see information about official translations on our <a href="#">website</a> )	

If any of your documents are not issued in the UK or Spain, we may need to make further enquiries. You will have to arrange a translation of any documents that are not in English or Spanish. We accept translations into either English or Spanish but please note that the Spanish authorities may ask you to provide a Spanish translation of any document not in Spanish.

**What to do next:** Please send scanned copies of your supporting documents and your application form by email to [MadridFMRCapplications@fco.gov.uk](mailto:MadridFMRCapplications@fco.gov.uk).

It is important that your emailed attachments are no larger than 4MB in total, or your email will not get through to us. If your attachments are larger than this, you can send multiple emails to cover all of the documents we are requesting. You will receive an automated response to your email. You will only receive one automated response per day.

We will contact you if we have any queries about your documents. Once your application is approved, we will contact you within 10 working days to make an appointment at your nearest British Consulate in Spain. On the day of your appointment you must take with you the original copies and documents mentioned in the Checklist.