



British  
Consulate-General  
Madrid

---

# **Foreign Marriage Recognition Certificate Application Pack**

Prepared by  
British Consulate-General Madrid

In this pack you will find:

1. Application Form (page 3-5)
2. Frequently asked questions (page 6)
3. Checklist of supporting documents (page 7)
4. Next steps – submit your form, online payment and appointment (page 8)

[PAGE LEFT INTENTIONALLY BLANK]

# 1. APPLICATION FORM

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

**[You must complete every section of this form]**

### INFORMATION ABOUT YOU

**1. Applicant's full name(s) and surname(s) (UK national):** *Need help? See Frequently Asked Questions on page 6*

**2. Current residential address in Spain including town, province and postcode: FAQ 1**

**Town**

**Province**

**Postcode**

**3. Contact telephone number(s):**

**4. Email:**

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

### INFORMATION ABOUT YOUR CERTIFICATE:

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

**7. Name of Foreigners' Office (*Extranjería*) requesting the consular certificate:**

**8. Date of appointment:**

If you have not made an appointment, write an approximate date

*Need help? See Frequently Asked Questions on page 5*

**MANDATORY FIELD**

[MONTH / YEAR]

### INFORMATION ABOUT YOUR SPOUSE

**Full name and surname(s):**

**Date of birth**

**Nationality**

**Passport number**

**Current residential address in Spain**

**Town**

**Province**

**Postcode**

## INFORMATION ABOUT YOUR MARRIAGE

UK national's full residential address at the time of the marriage:

Town

Postcode

Country

Spouse's full residential address at the time of marriage:

Town

Postcode

Country

Place where the marriage was registered:

City

Country

Date of marriage

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

## IN-PERSON DECLARATION AT BRITISH CONSULATE

**9. 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.

## CUSTOMER FEEDBACK

We welcome your views on the **Foreign Marriage Recognition Certificate** service. 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?

Yes

No

If yes, how do you prefer to be contacted?

Phone

Email

## 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 .....****Date .....**

***[Notary signature & seal not required here]***

## 2. FREQUENTLY ASKED QUESTIONS

FAQ no.	
1	<p><b>Q.</b> Do I need to send you a copy of my TIE photo card/green residence certificate and my <i>certificado de empadronamiento</i>?</p>
	<p>A. Yes, you need to send us a copy of your green residence certificate/TIE photo card. If you no longer reside at the address stated on your green residence certificate/TIE photo card you must also send us a copy of your <i>certificado de empadronamiento</i>.</p>
2	<p><b>Q.</b> If my marriage certificate has not been issued and/or legalised within the last 3 months will it be accepted by the Spanish authorities?</p>
	<p>A. The Spanish Foreigners' Office (Extranjería) will usually require your marriage certificate to have been both issued and legalised in the last 3 months prior to the date of your appointment to submit your residence card application. It is a Spanish requirement therefore you need to check with your local Spanish Foreigners' Office as to whether they will accept a marriage certificate issued more than 3 months and/or legalised more than 3 months beforehand and let us know. You must do this before applying for your consular certificate. We will then send you a disclaimer to sign and send back to us regarding the non-refund of consular fees when we receive your application.</p>
3	<p><b>Q.</b> Where can I get a translation into Spanish of my marriage certificate?</p>
	<p>A. We understand the Foreigners Office will accept a translation into Spanish if it has been done by a sworn translator - see the <u><a href="#">list of translators and interpreters</a></u>, or, the consulate or embassy in Spain of the country where the marriage took place.</p>
4	<p><b>Q.</b> Where do I get my marriage certificate legalised?</p>
	<p>A. If the country where you married is part of the Hague Convention, the legalisation office in that country will place a stamp or vignette called "The Hague Apostille" (Apostilla de la Haya) on the back of the document.</p> <p>Check the list of <u><a href="#">countries that are part of the Hague Convention</a></u></p> <p>If not, you'll need to use the diplomatic legalisation process and you need to contact the authorities in the country you got married or the embassy or consulate of the country where you got married in Spain.</p>

### **3. CHECKLIST FOR SUPPORTING DOCUMENTATION**

**You MUST send us copies of the following supporting documents and take the originals with you to the British consulate on the day of your appointment**

<b>APPLICATION &amp; SUPPORTING DOCUMENTATION</b>		<input checked="" type="checkbox"/>
1	<b>APPLICATION FORM</b> <ul style="list-style-type: none"> <li>pages 2-3 <b><u>fully completed, signed and dated</u></b> by the UK national</li> </ul>	
2	<b>PASSPORT</b> <ul style="list-style-type: none"> <li>A photocopy of the details page of your current valid <b>British passport</b></li> </ul>	
3	<b>PROOF OF RESIDENCY</b> <ul style="list-style-type: none"> <li>Your Spanish residence certificate (TIE photo card/ green certificate).</li> </ul>	
4	<b>PROOF OF CURRENT ADDRESS</b> <ul style="list-style-type: none"> <li>Your <b><i>“Certificado de Empadronamiento”</i></b> (<b>town hall registration certificate</b>) issued at least 3 natural days previously, which includes your <b>current residential address</b></li> </ul>	
5	<b>YOUR SPOUSE’S PASSPORT</b> <ul style="list-style-type: none"> <li>A photocopy of <b>your spouse’s valid passport</b></li> </ul>	
6	<b>ORIGINAL MARRIAGE CERTIFICATE</b> <ul style="list-style-type: none"> <li>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)</li> </ul>	
7	<b>OFFICIAL TRANSLATION OF MARRIAGE CERTIFICATE</b> <ul style="list-style-type: none"> <li>An <b>official translation into Spanish</b> of your legalised marriage certificate (see information about official translations on our <a href="#">website</a>)</li> </ul>	

**PLEASE NOTE:** 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.

## **4. NEXT STEPS: SUBMIT YOUR FORM, ONLINE PAYMENT AND APPOINTMENT**

### **✓ SUBMIT YOUR APPLICATION BY EMAIL**

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.

### **✓ MAKE ONLINE PAYMENT ONCE APPLICATION IS APPROVED**

On receipt of a fully completed application with copies of supporting documents by email, we will send you a link by email inviting you to pay on-line via gov.uk payments. All fees are payable in pounds sterling.

The [consular fees](#) are as follows:

Fee (2ii) (£50) for the consular certificate

Fee 4 £50 declaration by UK national

Fee 4 £50 declaration by non UK citizen

Fee 7 £25 for uniting documents

### **✓ BOOK YOUR APPOINTMENT**

On receipt of payment we will contact you to offer both you and your spouse an appointment date at your [nearest British consulate](#) in Spain.

On the day of your appointment at the British consulate you must take with you the original copies and documents mentioned in the Checklist.