



British  
Consulate-General  
Madrid

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## Marital Status Certificate for Pareja/Unión de Hecho (or other reason but not for marriage)<sup>1</sup> Application Pack

<sup>1</sup> This application pack CANNOT be used for getting married. If you require a Marital Status Certificate or other document for getting married in Spain, please refer to our website

<https://www.gov.uk/marriage-abroad>

Prepared by  
British Consulate-General Madrid

**PRINT THIS APPLICATION PACK ON SINGLE-SIDED  
PAPER**

In this pack you will find:

1. Application Form and Disclaimer
2. Checklist of Supporting Documents and Postage Instructions
3. Frequently Asked Questions
4. Credit / Debit Card – Payment Authorisation Slip
5. Affirmation – You must sign the Affirmation in front of a [local Notary Public in Spain](#)

WE **DO NOT** PROVIDE A CONSULAR CERTIFICATE TO REGISTER A “PAREJA/UNIÓN DE HECHO” IN THE FOLLOWING REGIONS: **ANDALUCÍA, THE BALEARIC ISLANDS, COMUNIDAD DE MADRID, COMUNIDAD VALENCIANA AND THE CANARY ISLANDS.**

Therefore if you apply for a consular certificate for use in any of these regions, we will be obliged to send the documents back to you by registered post for which we will charge you 5 Euros.

# 1. APPLICATION FORM

## Marital Status Certificate for “*Pareja/Unión de Hecho*” or Other Reason (but NOT marriage)

Please note: You will be charged one consular fee for this service (Fee 2ii), plus the courier/postal service fee.

You must complete every section in this form.

Applicant’s full name:

Current address including town and postcode:

Telephone number(s):

E-mail:

1. Name of the authority in Spain (civil registry, court etc.) requesting the certificate from the British consulate:

2. For what purpose are you seeking a marital status certificate?

To register a “*Pareja/Unión de Hecho*”  Other, please specify the reason:

3. Applicant’s marital status:

Single  Divorced (if you are divorced, you are not single)  Widowed  
 Annulled Civil Partnership  Dissolved Civil Partnership

4. Date of appointment with the “*Pareja/ Unión de Hecho*” office

(please state approximate date if you have not made an appointment): .....

5. Delivery address and contact information

**Getting your certificate:** Your Marital Status Certificate and original documents will be sent to you by courier or by urgent registered post to an address in Spain. See page 6 below for fees. Write the **full name**, **contact telephone number** and **postal address** (including postcode) of the person receiving the documents: (Please note: DHL **will not** deliver to a PO Box address (*apartado de correos*):

Name and surname	
Contact tel. number (Spain)	
Postal address including town and postcode (Spain)	

## 6. Feedback

We welcome your views on the **Marital Status 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](http://www.gov.uk/fcdo/tell-fcdo) 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?  Phone  E-mail

## 7. 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. I request the British Consulate-General in Madrid to accept receipt of my Marital Status Certificate application by courier/post and I request that my certificate and any original documents be returned to me by courier/urgent registered post. I understand and accept that if my application is sent back to me for any reason without being processed, I will be charged for postage. In doing so, I fully understand and accept that the Foreign, Commonwealth & Development Office assumes no legal or other responsibility for any loss, damage or misplacement of the said property whilst in transit to or from the British Consulate-General in Madrid.*

*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. Por el presente, pido al Consulado-General Británico en Madrid que acepte mi solicitud de Certificado de Estado Civil por mensajero/correo y que el Certificado de Estado Civil y los documentos originales me sean devueltos por mensajero/correo certificado urgente. Entiendo y acepto que si me devuelve la solicitud sin tramitar por cualquier motivo, se me cobrarán los gastos de envío. Con esta petición entiendo y acepto que la Foreign, Commonwealth & Development Office no asume ninguna responsabilidad legal por la pérdida, daños o extravío de los documentos arriba mencionados durante el transporte desde o hacia el Consulado-General Británico en Madrid".*

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

**Signature .....** **Date .....**

	<b>2. CHECKLIST – Marital Status Certificate for Pareja/Unión de Hecho or Other Reason (but NOT Marriage)</b> <b>You MUST send us the following documents</b>	<input checked="" type="checkbox"/>
1	Application Form ( <u>signed and dated</u> see page 3) and Checklist.	
2	Credit / Debit Card Payment Authorisation Slip – <b>NO CASH PAYMENTS ACCEPTED.</b>	
3	<ul style="list-style-type: none"> <li>• Your <b>Affirmation</b> (“<i>Declaración Solemne</i>”) fully completed and signed in front of a <u>local Notary Public in Spain</u>. The Notary MUST provide a “<i>Legitimación de Firma</i>” (verification of your signature). We <b>DON’T</b> need an “<i>Acta de Manifestaciones</i>” i.e. a notarial Act in a bundle of documents.</li> <li>• You MUST print the Affirmation on single-sided paper so the Notary can use the back of the Affirmation to add his signature, seal and the “<i>Legitimación de Firma</i>”.</li> <li>• <b>All your details must be exactly as they appear in your passport.</b></li> <li>• <b>All your parents’ details must be exactly as they appear in your birth certificate.</b></li> </ul>	
4	A photocopy of the details page of your current valid <b>British passport.</b>	
5	<p><b>If you are resident in Spain:</b> a photocopy of your “<i>Certificado de Empadronamiento</i>” (<b>town hall registration certificate</b>), which includes your <b>current address</b>, OR a photocopy of your <b>Spanish residence certificate/card or TIE photo card</b> which includes your <b>current address</b>.</p> <p><b>If you are not resident in Spain:</b> proof of your current and/or previous address(es), by submitting recent and original copies of one of the following documents or the Spanish equivalent listed below, <u>and a photocopy</u>:</p> <ul style="list-style-type: none"> <li>• utility bills (not ones printed off the internet)</li> <li>• bank/building society/credit card statement (not ones printed off the internet)</li> <li>• building society/savings bank passbook</li> <li>• electoral role confirmation letter</li> <li>• mortgage statement / council tax demand / credit reference agency search</li> <li>• recent evidence of entitlement to state or local authority-funded benefit, tax credit, pension, educational or other grant</li> </ul>	
6	<ul style="list-style-type: none"> <li>• If you have been married before and are now <b>divorced</b>, your original decree absolute, <u>and a photocopy</u>. We do not need to see details of the divorce agreement settlement (in Spain “<i>convenio regulador de divorcio</i>”) we only need proof that the divorce is final and absolute.</li> <li>• If you send us an electronic copy of a <u>divorce decree</u> issued by a UK court, you must also send us a copy of the accompanying letter or email you received from the court together with your divorce decree.</li> <li>• If you got married in Spain to a Spanish national a note is made of your divorce in your Spanish marriage certificate by the civil registry. In this case, you only need to send us the “<i>certificado literal de matrimonio con la inscripción marginal del divorcio</i>”. Ask the civil registry for a copy.</li> </ul>	

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

**POSTAGE INSTRUCTIONS You need to send your completed application pack and documents by registered post or courier to:**

British Consulate-General Madrid  
 Notarial Services  
 Torre Emperador Castellana  
 Paseo de la Castellana 259D  
 28046 Madrid

### **3. FREQUENTLY ASKED QUESTIONS**

**Will the Marital Status Certificate be issued in Spanish?**

Yes.

**Does the Marital Status Certificate need to be legalised (i.e. with an apostille)?**

No, and this is stated in the Marital Status Certificate.

**Do all pages in the application form require the signature, seal and “*Legitimación de Firma*” by the Notary Public in Spain?**

No, ONLY the Affirmation document (page 7) requires the signature, seal and “*Legitimación de Firma*”

**The Notary Public wants to provide an “*Acta de Manifestaciones*” service as well as the “*Legitimación de Firma*” and stamps and seals on the Affirmation. Is this necessary?**

No, we only require the “*Legitimación de Firma*” on the Affirmation on a single sheet of paper. If there is no “*Legitimación de Firma*” on the Affirmation document we will NOT be able to process your application. Please ask the Notary NOT to bind your application form and photocopied documents in a bundle to the Affirmation.

**Can I get the Affirmation notarised by a judge, lawyer, civil registry or town hall?**

No, only by a Notary Public in Spain.

**How long will it take to get my Marital Status Certificate?**

The process can take up to 30 working days from the date we take the payment. We only take the payment on receipt of a fully completed application with correct supporting documents.

**What is my marital status if I am divorced?**

Divorced (you are not single).

**The name of my mother on my birth certificate is different to her name now. Which name do I write on the Affirmation?**

You must write the name of your mother in the Affirmation **as it appears on your birth certificate** even if she has changed it at any point since your birth certificate was issued.

April 2022

**BRITISH CONSULAR SERVICES FEES IN SPAIN**  
**4. CREDIT / DEBIT CARD – PAYMENT AUTHORISATION SLIP**

Please enter your personal information and credit/debit card details as instructed and enclose it with your application.

<p><b>APPLICATION DETAILS</b></p> <p>Name of applicant: .....</p> <p>Services requested: Fee 2(ii) Marital Status Certificate (£50)</p>
<p><b>PAYMENT DETAILS</b></p> <p>Name on card:.....</p> <p>Contact number of payee: .....</p> <p>Relation to applicant (if not applicant): .....</p>
<p>Type of card: <input type="checkbox"/> Visa    <input type="checkbox"/> Visa Debit    <input type="checkbox"/> Mastercard    <input type="checkbox"/> Mastercard Debit</p> <p>Card Number:    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Expiry Date:    <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/></p>

✂ I authorise the Foreign, Commonwealth & Development Office (FCDO) to charge my card ending     for the amount of GBP £50. **You will be charged in local currency and the amount will be the equivalent using the Consular Rate of Exchange at time of payment.** Visit <https://www.gov.uk/government/publications/spain-consular-fees>

**Mainland Spain and Balearics:** You will be charged an additional fee of €14.90 to cover the cost of a DHL courier service. **Canary Islands:** You will be charged an additional fee of €12.40 for urgent registered post.

The FCDO accepts no responsibility for this form until it is received by the FCDO.

Signed by the Cardholder: ..... Date: .....

**For Embassy's use:**  
Application Number: \_\_\_\_\_ Barclaycard reference: \_\_\_\_\_  
Processed on:    /    /    By: \_\_\_\_\_

**5. AFFIRMATION / DECLARACIÓN SOLEMNE**

1. **I / Yo**, (All forenames and surname(s) / Nombre(s) y apellido(s))

.....

**Do solemnly and sincerely affirm** as follows / **Declaro de forma solemne y sincera** lo siguiente:-

I am over 18 years of age / Soy mayor de edad. The following is information about myself / Lo que sigue es información sobre mi persona:

2. All surname(s) / Apellido(s) .....

3. All forenames / Todos los nombre propios (**as shown in my passport**) / (**según como aparecen en mi pasaporte**)

.....

4. Male/Female / Hombre/Mujer.....

5. Date of Birth / Fecha de Nacimiento..... 6. Place of Birth / Lugar de Nacimiento .....

7. Usual Address / Dirección Habitual .....

.....

8. Occupation / Profesión .....

9. Applicant's British passport number / Número de pasaporte británico de solicitante .....

10. Date of issue of passport / Fecha de expedición del pasaporte.....

11. Passport issuing authority / Autoridad del expedición de pasaporte (e.g. UKPA/IPS/London) .....

12. Marital Status / Estado Civil .....

12a) If divorced, date and place of issue of decree absolute / Si está divorciado, fecha y lugar de emisión de la sentencia firme de divorcio .....

12b) If widowed, date and place of death of previous spouse / Si es viudo, fecha y lugar del fallecimiento del cónyuge anterior .....

**Information in my birth certificate / Información que aparece en mi certificado de nacimiento**

13. All forenames and surname of father / Todos los nombres y apellidos de mi padre (**as shown in my birth certificate**) / (**según como aparecen en mi certificado de nacimiento**)

.....

14. All forenames and surname(s) of mother / Todos los nombres y apellidos de mi madre (**as shown in my birth certificate**) / (**según como aparecen en mi certificado de nacimiento**)

.....

Mother's maiden name / Apellido de soltera de mi madre.....

**Affirmed** at a Notary Public / **Declarado** ante Notario Público,

this .....day of .....20..... / A fecha de ..... de ..... de 20.....

Before me / ante mí .....

X.....  
**(signature & official seal of Notary Public) / (firma y sello oficial del Notario Público)**

X.....  
**(signature of British National) / (firma del nacional británico)**