



British
Consulate-General
Madrid

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

Prepared by
British Consulate-General Madrid

In this pack you will find:

1. Application Form (pages 3-4)
2. Affirmation – You must complete and sign the Affirmation in front of a [local Notary Public in Spain](#) (page 5)
3. Frequently Asked Questions (page 7)
4. Checklist of Supporting Documents, Postage Instructions and Payment Information (page 8-9)

¹ This application pack CANNOT be used for getting married. There is a separate application form if you require a Marital Status Certificate or a Certificate of No Impediment for getting married in Spain. Please refer to our website.

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. 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.

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1. APPLICATION FORM

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

[You must complete every section of this form]

INFORMATION ABOUT YOU			
1. Applicant’s full name(s) and surname(s): <i>Need help? See Frequently Asked Questions on page 7</i>			
2. Current residential address including town, province and postcode:			
Town	Province	Postcode	
3. Contact telephone number(s):		4. Email:	
5. Applicant’s gender:	Female	Male	
6. Applicant’s marital status: <i>Need help? See Frequently Asked Questions no. 2-3 on page 7</i>			
Single		Divorced (if you are divorced, you are not single)	
Widowed		Dissolved Civil Partnership	
Annulled Civil Partnership			

INFORMATION ABOUT YOUR CERTIFICATE	
7. Name and address of the authority in Spain requesting the certificate from the British consulate:	
NAME:	
ADDRESS:.....	
8. Date of appointment with the “<i>Pareja/ Unión de Hecho</i>” office (please state <u>approximate</u> date if you have not made an appointment): See Frequently Asked Question no. 9 on page 7 for information on certificate expiry	MANDATORY FIELD [MONTH / YEAR]
9. For what purpose are you seeking a marital status certificate? Please tick:	
To register a “ <i>Pareja/Unión de Hecho</i> ”	Other: (please specify the reason)

DELIVERY ADDRESS AND CONTACT INFORMATION

10. Getting your certificate: Your **Marital Status Certificate** and original documents will be sent to you by courier or by registered post to an address in Spain. 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)**)

Details of the person receiving the documents	Name	Surname
	NIE/TIE/DNI number of the person above (Only applicable to applicants in Canary Islands for courier service purposes):	
Postal address (Spain)	Address	Town
	Province	Postcode
Contact tel. number (Spain)		

CUSTOMER 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. 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.

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. 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 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. 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".

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

4. AFFIRMATION / DECLARACIÓN SOLEMNE

Need help? See Frequently Asked Questions on page 7

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 or annulled/dissolved UK Civil Partnership, date and place of issue of decree absolute / Si está divorciado o tiene Unión Civil del R.U. anulada/disuelta, fecha y lugar de emisión de la sentencia firme:

.....

12b) If widowed or surviving partner of a UK Civil Partnership, date and place of death of previous spouse or partner/ Si es viudo o pareja superviviente de Unión Civil del R.U. fecha y lugar del fallecimiento del cónyuge/pareja anterior:

.....

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

13. All forenames and surname(s) 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,

thisday of20..... / A fecha de de de 20.....

Before me / ante mí

X..... X.....
(signature & official seal of Notary Public) / (signature of British National) / (firma del nacional británico)/
(firma y sello oficial del Notario Público)

[PAGE LEFT INTENTIONALLY BLANK FOR NOTARY SIGNATURE & SEAL]

3. HOW TO COMPLETE THIS APPLICATION FORM

FAQ no.	FREQUENTLY ASKED QUESTIONS
1	<p>Q. My name(s) and/or surname(s) are not the same in my passport as in my birth certificate. Which name(s) and surname(s) do I use in the Affirmation and application form?</p> <p>A. You must write your name(s) and surname(s) exactly as they are in your British passport.</p>
2	<p>Q. What is my marital status if I am divorced?</p> <p>A. Divorced (you are not single)</p>
3	<p>Q. My mother's name(s) and/or surname(s) are different to the name(s) and/or surname(s) she currently uses. Which name(s) and/or surname(s) do I include in the Affirmation?</p> <p>A. You must write the name(s) and surname(s) of your mother in the Affirmation as they appear in your birth certificate even if she has changed her name(s) and/or surname(s) at any point since your birth certificate was issued. All your parents' details must be exactly as they appear in your birth certificate.</p>
4	<p>Q. Do all the pages in the application form require the signature, seal and "Legitimación de Firma" (written verification of your signature) by the Notary Public in Spain?</p> <p>A. NO, ONLY the Affirmation document page 5 requires the signature, seal and "Legitimación de Firma".</p>
5	<p>Q. The Notary Public wants to provide an "Acta de Manifestaciones" a full notarial act of several pages as well the "Legitimación de Firma" (written verification of your signature) and stamps and seals on the Affirmation. Is this necessary?</p> <p>A. No, we only require a "Legitimación de Firma" (written verification of your signature) on the Affirmation at the bottom of the page or on the reverse side of the Affirmation. Please ask the Notary NOT to bind your application form to your Affirmation.</p>
6	<p>Q. Can I sign my Affirmation before a judge, lawyer, civil registry or town hall?</p> <p>A. No, you must your Affirmation before a Notary Public in Spain.</p>
7	<p>Q. Will the Marital Status Certificate be issued in Spanish?</p> <p>A. Yes.</p>
8	<p>Q. Does the Marital Status Certificate need to be legalised (i.e. with an apostille)?</p> <p>A. No, and this is stated in the Marital Status Certificate.</p>
9	<p>Q. When does the Marital Status Certificate expire?</p> <p>A. The Spanish authorities usually consider that certificates expire 3 months after the date of issue. Therefore, you must apply for the appropriate consular certificates approximately just 3 months before your appointment date at the Pareja/Unión de Hecho office.</p>
10	<p>Q. How long will it take to get my Marital Status Certificate?</p> <p>A. The process can take up to 30 working days from the date we take the payment. However, if you provide a fully completed application with all of the correct, required supporting documents we will process your application much sooner.</p>

4. CHECKLIST FOR SUPPORTING DOCUMENTATION, POSTAGE & PAYMENT

You MUST send us the following documents and read the following information in order to fill out your application form and Affirmation correctly

APPLICATION & SUPPORTING DOCUMENTATION		<input checked="" type="checkbox"/>
1	<p>APPLICATION FORM</p> <ul style="list-style-type: none"> Pages 2-3 <u>fully completed, signed and dated</u> 	
2	<p>YOUR AFFIRMATION / DECLARACIÓN SOLEMNE</p> <ul style="list-style-type: none"> Fully completed and signed in front of a local Notary Public in Spain. The Notary MUST provide you with a “<i>Legitimación de Firma</i>” (verification of your signature). We DON'T need an “<i>Acta de Manifestaciones</i>” (i.e. a notarial act in a bundle of documents). 	
3	<p>PASSPORT</p> <ul style="list-style-type: none"> A photocopy of the details page of your current valid British passport. 	
4	<p>PROOF OF ADDRESS</p> <ul style="list-style-type: none"> <u>If you are resident in Spain</u>: a photocopy of your “<i>Certificado de Empadronamiento</i>” (town hall registration certificate), which includes your current address, OR a photocopy of your Spanish residence certificate/card or TIE photo card which includes your current address. <u>If you are not resident in Spain</u>: 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 <ul style="list-style-type: none"> - utility bills - bank/building society/credit card statement - building society/savings bank passbook - electoral role confirmation letter - mortgage statement / council tax demand / credit reference agency search - recent evidence of entitlement to state or local authority-funded benefit, tax credit, pension, educational or other grant 	
5	<p>DIVORCED, WIDOWED, DISSOLVED / ANNULLED OR SURVIVING PARTNER OF A CIVIL PARTNERSHIP</p> <ul style="list-style-type: none"> If you have been married before and are now divorced, your original decree absolute. 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 (“<i>sentencia firme</i>”). If you send us an electronic copy of a divorce decree 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. 	

- 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 “*certificado literal de matrimonio con la inscripción marginal del divorcio*”. Ask the civil registry for a copy.
- If you are **widowed** or the **surviving partner of a civil partnership**, the **original death certificate** of your late spouse or civil partner and a **photocopy** of your civil partnership registration certificate.
- If you have previously registered a civil partnership, your **original certificate of dissolution/annulment** and a **photocopy** of your civil partnership registration certificate.

PLEASE NOTE

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

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

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

PAYMENT

ONLINE PAYMENT:

Consular fee ([Fee 2ii](#)) (£50) **Marital Status Certificate**
Courier fee £13 mainland Spain and Balearics/postal service fee £10.60 Canary Islands

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On receipt of a fully completed application together with the correct supporting documents, we will send you two links by email inviting you to pay on-line via gov.uk payments.

The first link will be for the consular fee to cover the cost of the certificate and the second link will be to cover the courier/postage fee.

All the fees are payable in pounds sterling.