



HM Passport
Office

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General Register Office

Clergy Newsletter

Introduction

Hello and welcome to the fourth edition of the Clergy Newsletter. It's hard (for those of us who create this newsletter) to believe that the first edition came out in July 2011 – that seems like a lifetime ago. The first issue was our way of testing the water so to speak as we tried to decide what sort of items you would want to read about and what sort of format the newsletter should take.

I am happy to report that, thanks to your feedback, these issues are much easier to write in the knowledge that many of you do find them useful. This issue is the usual mix of items that we believe will be of interest to you including updates on changes to the secure delivery service provider and a reminder about nil returns.

We have also included an article on how to access current and back issues of this newsletter which is available on the GOV.UK website, which we will no doubt increasingly ask you to visit in future newsletters. The first article informs you of our, very recent, name change.

We hope you enjoy the issue.

***The Training and Improvement
Team
General Register Office***

Her Majesty's Passport Office

The General Register Office (GRO) has been a part of the Identity and Passport Service (IPS) since 2008. IPS has now changed name to become Her Majesty's Passport Office. The new name is intended to make the passport service more easily recognisable to British citizens at home and abroad.

GRO will continue to be a key part of the new organisation, and will continue to administer civil registration in England and Wales. You will see the new logo at the head of these newsletters, and on our other documents, but otherwise you will not notice any difference to your contact with us (our email addresses will change in due course but we will advise on that at the time).



Nil Returns

When sending in a nil return – required when there have been no marriages in your registered building during the previous quarter - please could you make sure that you write your building number or source code on the Nil returns form (Form 32).

Due to the large numbers of instances where this information is missing, it has become quite a resource intensive process that our keying team have to undergo to enable them to process these returns.



DX IPS Secure Delivery Provider


Please note that the company DX has replaced Parcel Force as our secure delivery provider.

Hopefully the service transition appeared seamless to you. Couriers are uniformed and provide an identity card. They will continue to ask for a receipt signature.

In the event of an inability to deliver the parcel a card will be left with the details to organise a redelivery provided it is to the same address.

You are therefore reminded when requesting replacement supplies to ensure that the address is one where a responsible person will be available to sign for it.

An example of the card that will be left is shown below.

DX	secure VALUED DELIVERIES	Tracking Number: DX 010 674 090 GB
Date:	<input type="text"/>	
Name:	<input type="text"/>	
House/Flat No:	<input type="text"/>	
We have an important delivery for you		
We have left your item for you to collect from:		
Your neighbour at:	<input type="text"/>	
A safe place:	<input type="text"/>	
The reason we could not leave it:		
A signature was required:	<input type="text"/>	
No suitable location:	<input type="text"/>	


Accessing this Newsletter

You can now access current, and back issues, of this newsletter on the GOV.UK website by typing in the following web address -

<https://www.gov.uk/marriage-registration-guidance-for-authorised-persons>

This page also contains a number of useful links including a guidebook for the Clergy.

While this page on GOV.UK is continuing to evolve it is hoped that it will become a valuable source of information for you and will be the first place you visit when looking for what forms to use or for general guidance.

Arrange a delivery	(courier to tick) <input type="checkbox"/>
You can arrange a delivery by visiting our website.	
www.thedx.co.uk/delivery	
	
<ul style="list-style-type: none">- Please quote the Tracking Number overleaf.- Book by 6pm to arrange next working day delivery.- Track your item at www.thedx.co.uk/tracking- Telephone our automated delivery system on 0844 371 0000 - You will need the tracking number.	
Time and date: <input type="text"/>	
0844 371 0000 Maximum charge 5p per minute when calling from a BT landline, other networks and mobiles may vary. Your call may be recorded for training purposes.	
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