



Foreign &
Commonwealth
Office

Marital Status Certificate for Pareja de Hecho (or other reason) Application Pack

Prepared by
British Consulate General Madrid

In this pack you will find:

1. Application Form
2. Checklist of Supporting Documents
3. Credit Card Authorisation Form
4. Affirmation – to be signed in front of a [local Public Notary in Spain](#)
The affirmation must be signed in front of a local Public Notary in Spain. This page requires the signature, stamp and seal. Please read page 3 for further information.

Please print the full application pack on single sided paper.

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 Unión/Pareja de Hecho or Other Reason

All applicants must complete every section of this form and send it together with your supporting documents

Applicant's Full Name:

Current Address:

Telephone Number:

E-mail:

1. Which authority in Spain (Civil Registry, court etc) is requesting the certificate from the British Consulate?

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

To enter into a unión/pareja de hecho Other, please specify:

3. Applicant's Marital Status:

Single Divorced Widowed Other, please specify:

4. Date of appointment with Pareja de Hecho office:

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

5. Getting your certificate:

Your certificate and original documents will be sent to you by registered post (there is a €9 fee for this, as well as [Fee 2\(ii\)](#) for a consular certificate). If you prefer your document sent by courier (€13.50 DHL), tick this box:

Please write the name of the person and the full postal address **in Spain** that you would like us to send them to here:

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 in Madrid accept receipt of my Marital Status Certificate application by post/courier and return to me by Post/Courier along with my certificate and original documents. In doing so, I fully understand and accept that the Foreign and Commonwealth 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 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 requirente del mismo. Los servicios notariales solicitados incorrectamente no serán reembolsados. Por el presente, requiero al Consulado Británico en Madrid que acepte mi solicitud del Certificado de Estado Civil por correo/mensajero y que me lo devuelva por correo/mensajero junto con el certificado y documentos originales. Con esta petición entiendo y acepto que la Foreign and Commonwealth 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 Británico en Madrid*".

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

Signature:

Date:

2. CHECKLIST – Marital Status Certificate		<input checked="" type="checkbox"/>
1	Application Form (signed and dated under the disclaimer, at the bottom of the previous page) and Checklist, fully completed. You should NOT need this Certificate if you wish to register a Pareja de Hecho in the Comunidad Valenciana, Balearics, Canaries, Comunidad de Madrid or Andalucia.	
2	Credit Card Authorisation Form – NO CASH PAYMENTS ACCEPTED. If the cardholder is not the applicant, please attach a photocopy of the cardholder’s passport or other photo ID with signature.	
3	Affirmation (<i>Declaración Solemne</i>), fully completed and signed in front of a local Notary Public in Spain . You can ask them for a “ <i>Legitimación de firma</i> ” – NOT an “ <i>acta de manifestaciones</i> ”. This can be placed on the back of the affirmation page. All your details should be exactly as they appear on your passport, and all your parents’ details should be exactly as they appear on your birth certificate	
REQUIRED SUPPORTING DOCUMENTS		
5	A photocopy of the details page of your current valid British passport	
6	<u>If you are resident in Spain:</u> a photocopy of your Certificado de Empadronamiento (Town Hall registration certificate), bearing your current address , or a photocopy of your Spanish residence certificate (green document/card which bears your NIE number and your address), bearing your current address <u>If you are not a resident of Spain:</u> proof of your current and/or previous address(es), by submitting recent and original copies of one of the following documents or Spanish equivalent listed below, <u>and a photocopy:</u> <ul style="list-style-type: none"> • utility bills (not ones printed off the internet) • bank/building society/credit card statement (not ones printed off the internet) • 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 	
7	A photocopy of your original birth certificate which shows your parents’ details (long form birth certificate). If you have not got this and you were born in the UK, you can obtain a certified copy from http://www.gro.gov.uk	
8	If you have been married before and are now divorced , your original decree absolute (<i>sentencia firme</i>), <u>and a photocopy.</u> If you got divorced in Spain, please send us the <i>Certificado Literal del Matrimonio con la inscripción marginal del divorcio.</i> If you are widowed or the surviving partner of a civil partnership, the original death certificate of your late spouse or civil partner, <u>and a photocopy.</u> Please also provide a photocopy of the marriage certificate. If you have previously registered a civil partnership, your original certificate of dissolution/annulment of your previous civil partnership or same-sex marriage, <u>and a photocopy</u>	

If any of your documents are not issued in the UK or Spain, consular staff may need to make further enquiries. Documents that are not written in English or Spanish will have to be translated. Spanish authorities may ask you to provide a Spanish translation of any document not in Spanish.

Please send your application to:

British Consulate-General Madrid
Consular Services
Torre Espacio
Paseo de la Castellana 259D
28046 Madrid



British Embassy
Madrid

3. Credit Card Authorisation Form

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

Name of Applicant(s):	
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Please note we will only charge the Notarial and Documentary Services fees on receipt of a complete and correctly submitted application. **All your original documents will be returned to you by registered post.** Failure to submit the correct documentation will result in your application being returned by registered post. This incurs a fee which we will have to charge for each occasion that we return documentation to you.

Please see the current fees for Consular Certificates (fee 2ii) at:

<https://www.gov.uk/government/publications/spain-consular-fees>

Please debit my card for the correct amount.													
Card type	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 50px; text-align: center;">VISA</td> <td style="width: 50px; text-align: center;">MASTERCARD</td> </tr> </table> <i>Delete as appropriate.</i> We do not accept other cards	VISA	MASTERCARD										
VISA	MASTERCARD												
Card number	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>												
Expires (MM/YY)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td> </tr> </table>												
Cardholder's name													
Cardholder's signature													
Cardholder's address and daytime contact telephone number													
<p>If the cardholder is not the applicant, please attach a photocopy of the cardholder's passport or other photo ID with signature.</p> <p>Fees may be subject to change without notice. We will calculate the correct fee on your behalf. Card payments are taken in Euros and your bank statement will show a payment to "British Consulate – Madrid". You will receive a receipt showing the actual fee when your service(s) is returned to you.</p> <p>Your signature on this form indicates acceptance of these terms and authorises us to charge the current fees to your card.</p>													

4. Affirmation / Declaración solemne

1. I / Yo,

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. Surname / Apellido(s).....

3. All forenames / Todos los nombre propios
(as shown on passport) / (según como aparecen en el 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. Place of issue of passport (e.g. UKPA/IPS/London) / Lugar de expedición del pasaporte.....

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 on my birth certificate / Información que aparece en mi certificado de nacimiento (11-13)

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

14) All forenames and surname of Mother / Todos los nombres y apellidos de mi madre
(as shown on 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.....
(signature & official seal of Notary Public) /
(firma y sello oficial del Notario Público)

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