



## Marriage Registration: Change of contact details form for religious authorised persons

Please only use this form to notify the General Register Office and your local registration service of changes to your **contact details** (name/address/telephone/e-mail address). **DO NOT** use this form to notify us of changes to your post or postion.

Please complete ALL previous details inserting N/A (Not Applicable) where details have not changed

### Section 1 - Your Name

Marriage number

1.1 Previous title

1.1 New title

1.2 Previous surname

1.2 New surname

1.3 Previous forename

1.3 New forename

### Section 2 - Address

2. Previous address

Town

Postcode

2.1 New address

Town

Postcode

### Section 3 - Authorised Persons Details

3.1 Previous telephone number

3.2 New telephone number

### Section 4 - E-mail address

4.1 Previous e-mail address

@

4.1 New e-mail address

@

### Section 5 - Sign and date

Signature:

Date:

**Section 6 - Please make 2 copies** of the form and send **one** completed form to the Registrar General by e-mail: [GROCasework@gro.gov.uk](mailto:GROCasework@gro.gov.uk) or by post to: **PO Box 476, General Register Office, Southport, Merseyside PR8 2WJ** and send **one** completed form to your local Register Office for their records. This is in accordance with instructions in the Authorised Person Guidebook.

*For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies*



# HM Passport Office

## Guidance Notes

- This form is only to be completed by a person who has been appointed by their religious building to register marriages.
- Marriage Number - This number is allocated to the religious building when it has been duly registered for the solemnization of religious marriages. The number can be found on the top left hand corner of the "Superintendent registrar's certificate of the registry of a building for the solemnization of marriages therein" which is issued when the religious building has been registered with the General Register Office.

For further information please contact the General Register Office using one of the following options:

[Email: GROCasework@gro.gov.uk](mailto:GROCasework@gro.gov.uk)

Telephone: 0300 123 1837

Full details of the responsibilities and duties of an Authorised Person are contained in the booklet **Guidebook for Authorised Persons** which is available to download from the [www.gov.uk](http://www.gov.uk) web-site.

Alternatively you can request a copy by e-mailing the General Register Office at:

[GROCasework@gro.gov.uk](mailto:GROCasework@gro.gov.uk)

A copy of the guidebook should already be held with the marriage registers where an Authorised Person has previously been appointed to the religious building. Please check that you are working from the most up to date version of the guidance.

All Authorised Persons must acquaint themselves with this guidebook in order that they carry out their required roles and responsibilities completely and accurately.