HM Passport Office

Marriage Registration: change of contact details form for religious authorised persons

Cofrestru Priodas: ffurflen newid manylion cyswllt ar gyfer personau awdurdodedig crefyddol

Swyddfa Basport EM

Please only use this form to notify the General Register Office and your local register office 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 position.

Ni ddefnyddir y ffurflen hon ond i hysbysu'r Swyddfa Gofrestru Gyffredinol a'ch swyddfa gofrestru leol am newidiadau i'ch manylion cyswllt (enw / cyfeiriad / rhif ffôn / cyfeiriad e-bost). PEIDIWCH â defnyddio'r ffurflen hon i'n hysbysu am newidiadau i'ch swydd neu i'ch apwyntiad.

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

Cwblhewch yr HOLL fanylion blaenorol a gosodwch "N/A" (Amherthnasol) lle nad yw'r manylion wedi newid.

Section 1 - Your Name
Adran 1 - Eich enw

Marriage number:
Rhif priodas:

1.1 *Previous title*
Teitl blaenorol

1.2 *New title*
Teitl newydd

1.3 *Previous surname*
Cyfenw blaenorol

1.4 *New surname*
Cyfenw newydd

1.5 *Previous forename*
Enw cyntaf blaenorol

1.6 *New forename*
Enw cyntaf newydd

Section 2 - Address
Adran 1 - Cyfeiriad

2.1 *Previous address*
Cyfeiriad blaenorol

Town
Tref

Postcode
Côd post

2.2 *New address*
Cyfeiriad blaenorol

Town
Tref

Postcode
Côd post

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Section 3 - Authorised Person Details
Adran 3 - Manylion y Person Awdurdodedig

3.1 Previous telephone number
Rhif ffôn blaenorol

3.2 New telephone number
Rhif ffôn newydd

Section 4 - E-mail address
Adran 4 - Cyfeiriad e-bost

4.1 Previous e-mail address
Cyfeiriad e-bost blaenorol

@

4.1 New e-mail address
Cyfeiriad e-bost blaenorol

@

Section 5 - Sign and date
Adran 5 - Llofnodwch a dyddio

Signature:
Llofnod:..

Date:
Dyddiad ....

Section 6
Adran 6

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

Byddwch gystal â gwneud 2 gopi o'r ffurfl en ac anfonwch un ffurfl en wedi'i chwblhau at y Cofrestrydd Cyffredinol drwy e-bost: GROCasework@gro.gov.uk neu drwy'r post at: PO Box 476, General Register Offi ce, Southport, Merseyside PR8 2WJ ac anfonwch un ffurfl en wedi'i chwblhau at eich Swyddfa Gofrestru leol ar gyfer eu cofnodion. Mae hyn yn unol â'r cyfarwyddiadau yn yr Arweinlyfr ar gyfer Personau Awdurdodedig.

For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies.
Fe all gwybodaeth ynglŷn â chais gael ei rannu a'i wirio gydag adrannau eraill y llywodraeth neu asiantaethau gorfodi'r gyfraith ar gyfer pwrpasau datgelu ac atal troseddau.

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Guidance Notes / Nodiadau Arweiniol

- This form is only to be completed by a person who has been appointed by their religious building to register marriages.

- Ni ddylid cwblhau'r ffurflen hon ond gan berson a apwyntiwyd gan ei adeilad crefyddol i gofrestru priodasau.

- 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.

- Rhif Priodas - Gosodir y rhif hwn i'r adeilad crefyddol ar ôl iddo gael ei gofrestru yn briodol ar gyfer gweinyddu priodasau crefyddol. Gellir gweld y rhif yn y gornel uchaf ar chwith y "Tystysgrif Cofrestrydd Arolygol o Gofrestru Adeilad i Weinyddu Priodasau Ynddo" sy'n cael ei chyhoeddi ar ôl i'r adeilad crefyddol gael ei gofrestru gan y Swyddfa Gofrestru Gyffredinol.

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

- Am wybodaeth bellach, cysylltwch â'r Swyddfa Gofrestru Gyffredinol gan ddefnyddio un o'r opsiynau canlynol :

E-mail / E-bostio: GROCasework@gro.gov.uk
Telephone / Ffonio: 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 web-site.

- Ceir manylion llawn o gyfrifoldebau a dyletswyddau Person Awdurdodedig yn yr Arweinlyfr ar gyfer Personau Awdurdodedig sydd ar gael i'w lawrlwytho oddi ar y wefan www.gov.uk.

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

- Fel dewis arall, gallwch ofyn am gopi trwy e-bostio'r Swyddfa Gofrestru Gyffredinol yn:

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.

- Dylai copi o'r arweinlyfr fod gyda'r cofrestrau priodas yn barod os apwyntiwyd Person Awdurdodedig i'r adeilad crefyddol o flaen llaw. Byddwch gystal â sicrhau eich bod yn defnyddio fersiwn diweddaraf yr arweinlyfr.

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

- Rhaid i bob Person Awdurdodedig ddod yn gyfarwydd â'r arweinlyfr hwn er mwyn iddynt weithredu eu rolau a'u cyfrifoldebau gofynnol yn llawn ac yn gywir.

The General Register Office: part of Her Majesty's Passport Office
Swyddfa Gofrestru Gyffredinol: rhan o Swyddfa Basbort Ei Mawrhydi

Form/Ffurflen AP2W