Marital Status Certificate for Pareja de Hecho (or other reason)\textsuperscript{1}
Application Pack

Prepared by
British Consulate General Madrid

PRINT THIS APPLICATION PACK ON SINGLE-SIDED PAPER

In this pack you will find:

1. Application Form
2. Checklist of Supporting Documents
3. Postage instructions and Frequently Asked Questions
4. Credit / Debit Card – Payment Authorisation Slip
5. 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.

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.

www.gov.uk/notarial-and-documentary-services-guide-for-spain

\textsuperscript{1} This application pack cannot be used for getting married in Spain. If you require a Marital Status Certificate for getting married in Spain, please refer to our website https://www.gov.uk/marriage-abroad
1. APPLICATION FORM  
Marital Status Certificate for Unión/Pareja de Hecho or Other Reason  
Please note: You will be charged one fee for this service (Fee 2i), plus postage.

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 (if you are divorced, you are not single) ☐ Widowed
☐ Anulled Civil Partnership ☐ Dissolved Civil Partnership

4. Date of appointment with Pareja de Hecho office
(please state approximate date if you have not made an appointment): ........................................

GETTING YOUR CERTIFICATE:

Your certificate and original documents will be sent to you by courier (DHL) (€13.50) 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):

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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<tbody>
<tr>
<td>Spanish contact number</td>
<td></td>
</tr>
<tr>
<td>Postal address</td>
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</table>
5. 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@fco.gov.uk. For more details on how your data will be handled in relation to feedback please see the research privacy policy at www.gov.uk/fco/tell-fco.

Can our partner contact you for feedback to help improve this service?

Please tick [ ] Yes [ ] No

If yes, how do you prefer to be contacted? [ ] Phone [ ] E-mail

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 that my certificate and any original documents will be returned to me by courier. I understand and accept that if my application is sent back to me for any reason, I will be charged for postage. 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 mensajero el certificado y documentos originales. Entiendo y acepto que si mi solicitud es devuelta por cualquier motivo, se me cobrarán los gastos de envío. 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

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<tbody>
<tr>
<td>1</td>
<td>Application Form <strong>(signed and dated</strong> under the disclaimer, at the bottom of the previous page) and Checklist, fully completed.</td>
</tr>
<tr>
<td>2</td>
<td>Credit / Debit Card Payment Authorisation Slip – <strong>NO CASH PAYMENTS ACCEPTED.</strong></td>
</tr>
<tr>
<td>3</td>
<td>Affirmation (<strong>Declaración Solemne</strong>), fully completed and signed in front of a <a href="#">local Notary Public in Spain</a>. You should ask them for a “<strong>Legitimación de firma</strong>” (signature and seal of the notary) – <strong>NOT</strong> an “<strong>acta de manifestaciones</strong>”. This can be placed on the back of the affirmation page. The affirmation MUST be printed on single-sided paper or you will have to repeat the notarial process. <strong>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</strong>*</td>
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### REQUIRED SUPPORTING DOCUMENTS

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<tr>
<td>4</td>
<td>A photocopy of the details page of your current valid British passport</td>
</tr>
</tbody>
</table>
| 5 | If you are resident in Spain: 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**

If you are not a resident of Spain: 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, and a photocopy:

- 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 |
| 6 | 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](http://www.gro.gov.uk) |
| 7 | If you have been married before and are now **divorced**, your original decree absolute, **and a photocopy**. We do not need to see details of the divorce agreement settlement (in Spain **convenio regulador de divorcio**) we only need proof that the divorce is final and absolute. If you got married in Spain to a Spanish national a note is made of your divorce in your marriage certificate by the civil registry. In this case, you only need to send us the “**Certificado Literal del Matrimonio con la inscripción marginal del divorcio**”. Ask the civil registry for a copy. |

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.

**POSTAGE INSTRUCTIONS** Your completed application pack should be sent by registered post to:

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<table>
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<tbody>
<tr>
<td>British Consulate-General Madrid</td>
<td>Consular Services</td>
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<tr>
<td>Consular Services</td>
<td>Torre Espacio</td>
</tr>
<tr>
<td>Torre Espacio</td>
<td>Paseo de la Castellana 259D</td>
</tr>
<tr>
<td>Paseo de la Castellana 259D</td>
<td>28046 Madrid</td>
</tr>
</tbody>
</table>
3. FREQUENTLY ASKED QUESTIONS

1. Will the certificate be issued in Spanish?
   A. Yes

2. Does the consular certificate need to be legalised (ie with an apostille)?
   A. No.

3. Do all pages in the application form require the signature and official seal (*legitimación de firma*) of the Public Notary in Spain?
   A. No, only the Affirmation (page 6).

4. The Public Notary wants to provide the *Acta de Manifestación* service as well as the *Legitimación de Firma* on the Affirmation. Is this necessary?
   A. No, we only require the *Legitimación de firma* on the Affirmation. To consult services provided by Public Notaries in Spain, please visit the website:  [http://www.notaries-directory.eu/](http://www.notaries-directory.eu/)

5. Can I get the Affirmation notarised by a judge or lawyer?
   A. No, only by a Public Notary in Spain.

6. How long will it take to get my certificate?
   A. The process can take up to 30 working days from the date we take the payment. We only take the payment on receipt of a fully completed application with correct supporting documents.

7. What is my marital status if I am divorced?
   A. Divorced (you are not single).

8. The name of my mother on my birth certificate is different to her name now. Which name do I write on the affirmation?
   A. You must write the name of your mother on the affirmation **as it appears on your birth certificate** regardless of whether it has changed at any point since your birth certificate was issued.
BRITISH CONSULAR SERVICES FEES IN SPAIN

4. CREDIT / DEBIT CARD – PAYMENT AUTHORISATION SLIP

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

APPLICATION DETAILS

Name of applicant: ..............................................................................................................

Service requested: Fee 2ii Marital Status Certificate (£50)

PAYMENT DETAILS

Name on card: ..............................................................................................................

Contact number of payee: ..................................................................................................

Relation to applicant (if not applicant): ............................................................................

Type of card:  □ Visa  □ Visa Debit  □ Mastercard  □ Mastercard Debit

Card Number: □□□□ □□□□ □□□□ □□□□

Expiry Date: □□ / □□

I authorise the Foreign & Commonwealth Office to charge my card ending □□□□ for the amount of GBP £50. You will be charged in local currency and the amount will be the equivalent using the Consular Rate of Exchange at time of payment. Visit: https://www.gov.uk/government/publications/spain-consular-fees

There will be an additional €13.50 fee to cover the cost of a DHL courier service. This remains a single €13.50 flat fee, even if multiple certificates are requested simultaneously.

The Foreign & Commonwealth Office accepts no responsibility for this form until receipt by the FCO of the form.

Signed by the Cardholder: .......................................................... Date: ..........................................................

For Embassy’s use:

Application Number: ............................... Barclaycard reference: ............................

Processed on: □□ / □□ / □□ By: ...............................
5. 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. Passport issuing authority / Autoridad del expedición de pasaporte (e.g. UKPA/IPS/London)..........................................................

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,

this ..........day of ..................................20…… / 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)