Foreign Marriage Recognition Certificate Application Pack

Prepared by
British Consulate General Madrid

In this pack you will find:

1. Application Form
2. Checklist of Supporting Documents

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

Foreign marriage recognition (celebrated outside of UK or Spain)

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

Please note: You will be charged the following fees for this service (Fee 2ii for consular certificate, Fee 4 for declaration of British national, Fee 4 for declaration of Non UK citizen and Fee 7 for uniting documents)

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<th>Applicant’s Full Name:</th>
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<tr>
<th>Current Address:</th>
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<tr>
<th>Telephone Number:</th>
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To avoid any delays with your application, please ensure all details are correct as this information will appear on the certificate issued.

1. Which Foreigners’ Office (Extranjería) is requesting this consular certificate?

2. Non UK citizen’s details:
   2.1 Full name: ....................................................................................................................................................
   2.2 Date of birth: .....................................................................................................................................................
   2.3 Passport number: .............................................................................................................................................
   2.4 Current address: ..............................................................................................................................................

3. UK citizen’s full address at the time of the marriage:

4. Non UK citizen’s full address at the time of the marriage:

5. City and country where the marriage was celebrated:

6. Date of marriage:

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7. The Marriage Certificate: [please select one]

☐ Bears the Hague Apostille  ☐ Has been legalised by local authorities and the Spanish Embassy in that country

8. As part of the application for this certificate, you will both have to make a declaration either in English or Spanish at the British Consulate. Do you speak either English or Spanish? Please tick.

You: ☐ Yes ☐ No

Your spouse: ☐ Yes ☐ No

If you answered “No”, then please note: In order to carry out your declaration at the British Consulate, you must provide an official interpreter (Intérprete Jurado), who can interpret from your own language into either English or Spanish. Fee 4 will be charged for the interpreter. The interpreter must bring their original ID document and original proof of address i.e. up to date “padrón” certificate/NIE etc.

9. Feedback
We welcome your views on the Foreign Marriage Recognition 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? Please tick.

☐ 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. - 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”.

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

Signature: ____________________________

Date: ____________________________
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 scanned copies of your supporting documents and your application form by email to notarialservicesmadrid@fco.gov.uk, or by fax to 91 714 6403.

The consulate will contact you if they have any queries about your documents. Once your application is approved, you will be contacted within 10 working days to make an appointment at your nearest consulate in Spain.

It is important that your emailed attachments are no larger than 4MB in total, or your email will not get through. If your attachments are larger than this, you can send multiple emails to cover all of the documents we are requesting. You will receive an automated response to your email. You will only receive one automated response per day.

### CHECKLIST - Certificate of Foreign Marriage Recognition

#### REQUIRED SUPPORTING DOCUMENTS

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| 1 | Application Form and Checklist, fully completed and signed  
N.B. the form must be filled out by the British national |
| 2 | Your valid British passport |
| 3 | Your Certificado de Empadronamiento (Town Hall registration certificate), bearing your current address |
| 4 | Your Spanish residence certificate (green document/card which bears your NIE number and your address), bearing your current address |
| 5 | Your spouse’s valid passport |
| 6 | Your original marriage certificate issued and legalised in the last 3 months (see Legalisation, Hague/Non Hague Convention countries on our website) |
| 7 | An official translation into Spanish of your marriage certificate (see information about official translations on our website) |