

Quick guide to completing your affirmation/affidavit

Step 1

Decide whether you want to swear an affirmation or an affidavit.

- An affidavit is a religious document, whereby you swear on a religious book. If you choose this option you must bring your own religious book to your appointment.
- An affirmation is a non-religious document.

Step 2

Download the template you are going to use based on your gender and marital status. For example, if you are a male who has been divorced, choose 'Male divorced'.

Step 3

Replace all the contents in **red** with the information that is specific to you. When completed, select all contents, change the font colour to black or automatic, and then print off a double-sided copy ready for your appointment.

Three important points to note when completing your template

Place of Marriage refers to the city in which you are going to register.

If you are applying for an affirmation/affidavit at the Embassy/Consulate that does not cover the province/city where you plan to register your marriage, please check with the local civil affairs office that they will accept it, e.g. if your partner's Hukou is from Henan but you are applying for an affirmation from our Guangzhou office.

Date of Marriage if you do not have an exact date, most civil affairs offices will accept 'Month/Year'.

- However, some civil affairs offices require the exact registration date. We therefore suggest you check with the local authority before completing the template.
- The affirmation/affidavit will not be valid if the date you choose is more than 6-months from your appointment date.

Your name you need to put your full name that includes middle name, as was shown on your passport.

Please do not sign the document once printed, as you will sign it in front of a consular officer during your appointment.

Please note:

- **Do not alter the document** in any way, only replace the wording in red. This is because the wording and design of the document has been pre-agreed with the Chinese Authorities.
- Please do not change the font.
- Please print double sided.
- **For affidavits:** Please bring own religious book to swear your oath.
- **We may not be able to accept forms that have not followed the above guidance, which may result in you needing to book another appointment with us.**