



HM Passport  
Office

General Register Office

# Authorised Persons Newsletter

## Issue 14: March 2021

### Introduction

Welcome to the 14<sup>th</sup> edition of the Authorised Persons newsletter.

In this issue, you will find an update to issue 13 which provided details of the forthcoming changes resulting from the Civil Partnerships, Marriages and Deaths (Registration etc.) Act 2019 in relation to the registration of marriages.

This newsletter will provide details of the training, support and reference materials available to prepare and guide you through the new processes, which will be introduced on 4 May 2021

**The Training and Business Improvement Team, General Register Office**

## What training materials will be available and when?

### Digital presentations

There are several presentations available in digital format which provide a step by step explanation to guide you through the changes and new processes.

The presentations include:

- An overview of the changes to marriage registration
- Information about how you will prepare for the changes
- Details of what a marriage schedule looks like and how to obtain one.
- Guidance on how to complete a marriage schedule.
- A process to reconcile the marriages you perform with the registrations completed.

All the presentations will be available to access with and without a voice over.

### Frequently Asked Questions

There will be a reference document providing answers to frequently asked questions which will support the other training materials.

## **Question and answer session**

A 'live' question and answer session with representatives from GRO will take place prior to the implementation of the changes. This will take place via an agreed digital platform. Further information will be made available in due course.

## **How can the training materials be accessed?**

The training materials can be accessed from the Local Registration Service Association (LRSA) website [www.lrsa.org.uk](http://www.lrsa.org.uk) in a secure training area.

A user name and password to access the secure part of the site will be sent to you via your usual GRO communication channel.

## **When will the training materials be available?**

The digital presentations are available on the LRSA website now along with information on how to close your registers and return registration stock. Please do not take your registers to the register office until you have discussed the local arrangements with your local register office.

Further information, including the frequently asked questions, will be added over the coming days and weeks.

## **The guide for authorised persons.**

Will be updated to reflect the changes as a result of the implementation of the Civil Partnerships, marriages and Deaths (Registration etc) Act 2019.

Once finalised the updated version will be uploaded on to the usual page on GOV.UK <https://www.gov.uk/government/publications/a-guide-for-authorised-persons>

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If you have any comments about this newsletter, please contact [GROCasework@gro.gov.uk](mailto:GROCasework@gro.gov.uk)