



Authorised Persons Newsletter ■ Issue 4 ■ May 2013

Introduction

Hello and welcome to the fourth edition of the Authorised Persons Newsletter.

It's hard (for those of us who create this newsletter) to believe that the first edition came out in April 2011 – that seems like a lifetime ago. The first issue was our way of testing the water so to speak as we tried to decide what sort of items you would want to read about and what sort of format the newsletter should take.

I am happy to report that, thanks to your feedback, these issues are much easier to write in the knowledge that many of you do find them useful. This issue is the usual mix of items that we believe will be of interest to you including updates on changes to the secure delivery service provider and a reminder about nil returns.

We have also included three articles (Methodist Conference Moves, how to access current and back issues of this newsletter and accessing the new change of contact details form) that all link to items available on the Authorised Persons webpage, which we will no doubt increasingly ask you to visit in future newsletters. The first article informs you of our, very recent, name change.

We hope you enjoy the issue.

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

Her Majesty's Passport Office

The General Register Office (GRO) has been a part of the Identity and Passport Service (IPS) since 2008. IPS has now changed name to become Her Majesty's Passport Office. The new name is intended to make the passport service more easily recognisable to British citizens at home and abroad.

GRO will continue to be a key part of the new organisation, and will continue to administer civil registration in England and Wales. You will see the new logo at the head of these newsletters, and on our other documents, but otherwise you will not notice any difference to your contact with us (our email addresses will change in due course but we will advise on that at the time).



Methodist Conference Moves

It is heading to that time of year again where around 20 percent of all Methodist Ministers move post. For those Ministers who are either Responsible, or Additional Authorised Persons, the moves need to be notified to and recorded at the General Register Office (GRO).

Any appointments that are not submitted to GRO may lead to Irregular Marriages (where a minister, who is not appointed as an Authorised Person registers a marriage).

In previous years we have requested that the Superintendent Minister provides a list of who are moving and we have then sent out application forms. This was a costly and very lengthy process. Last year we changed the process, by issuing reminders to complete the application form electronically, and had most updates successfully recorded on our database. We hope that this process continues to be as successful as last year.

Following the Methodist Conference, can you please ensure that your appointment is submitted to GRO, by completing the form available on the Authorised Persons web page (see the *Accessing this Newsletter* item for website address details), which should then be submitted to this office, as soon as possible before the new appointment will commence.



DX IPS Secure Delivery Provider

Please note that the company DX has replaced Parcel Force as our secure delivery provider.

Hopefully the service transition appeared seamless to you. Couriers are uniformed and provide an identity card. They will continue to ask for a receipt signature.

In the event of an inability to deliver the parcel a card will be left with the details to organise a redelivery provided it is to the same address.

You are therefore reminded when requesting replacement supplies to ensure that the address is one where a responsible person will be available to sign for it.

An example of the card that will be left is shown below.

The image shows two examples of DX Secure Delivery cards. The left card is a 'We have an important delivery for you' notice. It features the DX logo and 'secure' branding. It includes a tracking number (DX 010 674 090 GB), a barcode, and a date field. Below this, there are fields for 'Name:', 'House/Flat No:', and a section titled 'We have an important delivery for you'. Underneath, it says 'We have left your item for you to collect from:' followed by several blue buttons: 'Your neighbour at:', 'A safe place:', 'The reason we could not leave it:', 'A signature was required:', and 'No suitable location:'. The right card is an 'Arrange a delivery' form. It has a red header with 'Arrange a delivery' and 'Source to find'. It says 'You can arrange a delivery by visiting our website.' and provides the website URL 'www.thedx.co.uk/delivery'. Below this is a screenshot of the website and a list of instructions: 'Please quote the Tracking Number overleaf.', 'Book by 6pm to arrange next working day delivery.', 'Track your item at www.thedx.co.uk/tracking', and 'Telephone our automated delivery system on 0844 371 0000 - You will need the tracking number.'. At the bottom, there is a 'Time and date:' field and some small print about charges and company details.



Nil Returns

When sending in a nil return – required when there have been no marriages in your registered building during the previous quarter - please could you make sure that you write your building number or source code on the Nil returns form (Form 33).

Due to the large numbers of instances where this information is missing it has become quite a resource intensive process that our keying team have to undergo to enable them to process these returns, which could be easily avoided.



Accessing this Newsletter

You can now access current, and back issues, of this newsletter on the GOV.UK website on the **Authorised Persons** page by typing in the following web address -

<https://www.gov.uk/marriage-registration-guidance-for-authorized-persons>

This page also contains a number of useful links including FAQs on Registered Buildings and a Guide for Authorised Persons.

While this page is continuing to evolve it is hoped that it will become a valuable source of information for you and will be the first place you visit when looking for what forms to use or for general guidance.

Change of contact details form

As you will be aware it is important for you to keep the General Register Office informed of any changes to your contact details (for example changes to your title, name, address, telephone number or email address).

A new form has been developed for you to use should any of the above have changed. This is available on the Authorised Persons page on the GOV.UK website (see the *Accessing this Newsletter* item for website address details) and search for the change of contact details form.

Marriage (Same Sex Couples) Bill

In December 2012 the government published its response to the consultation on equal civil marriage. Following that response, the government has now introduced legislation –the Marriage (Same Sex Couples) Bill, which was published on 25 January. The Bill has had its second reading debate on the 5th February. Full details of the Bill can be found on the Parliament website at:

http://services.parliament.uk/bills/2012-13/marriagesamesexcouplesbill/document_s.html