



## CNI application guidance and checklist

1. Fill in the forms below (on pages 5 and 7). There are examples of completed forms (on pages 3 and 4) to help you fill them in correctly. Do not sign them until you are in front of a notary.
2. Take the forms to a notary to sign them and have them 'notarised' (certified).
3. Complete your [online application](#), which will include uploading your notarised forms. Once completed and submitted online, you will receive an application reference number.
4. Write or print your application reference number and your email address on a piece of paper to send with your other documents.
5. Send your original notarised forms and your other documents to:

British Consulate General Madrid  
Notarial Services  
Torre Emperador Castellana  
Paseo de la Castellana 259D  
28046 Madrid

For security, you should send your documents by courier or registered post. Your application will not be processed until the British Consulate General Madrid gets your documents.



## Checklist of documents to post

- Notarised CNI affirmation
- Notarised notice of marriage
- Application reference number and your email address
- Proof of address if you live in Spain - your original registration certificate for the town hall register (padrón municipal) or a certified copy
- If you've been married before:
  - The document that proves any previous marriages or civil partnerships have ended, or a copy certified in the country where it was issued
  - If you only have a digital document to show your marriage or civil partnership ended, an email, letter or other document from the court confirming they issued the document
  - If your divorce or dissolution was outside the UK, evidence you or your ex-partner were a national of or resident in that country when the divorce or dissolution took place
  - If your relationship to your husband, wife or civil partner is not on their death certificate, your marriage or civil partnership certificate

## NOTICE OF MARRIAGE EXAMPLE

Print out the notice and fill in your details by hand. It's your responsibility to make sure the document is correct.

Do not change the format or layout of the notice. If you do, the embassy or consulate will ask you to complete a new version and get it notarised, delaying your application.

Enter your details on the first row and your partner's details on the second row of the notice.

Enter name, nationality, gender/sex and date of birth exactly as they appear on your UK passport. Enter your partner's details exactly as they appear on their passport – or national identity card if they're not a British national.

To the Registration Officer at the British Consulate-General in (*country*).

I HEREBY GIVE YOU NOTICE, that a marriage under the local law of (*country*) is intended to be had at **Town** on **Day Month Year** (date of marriage must show at least month and year, e.g. **December 2024**) between me and the other Party herein named and described (that is to say):

FULL NAME AND SURNAME	NATIONALITY	CONDITION/ MARITAL STATUS	GENDER/ SEX	DATE OF BIRTH	LOCAL ADDRESS
Enter first name and surname. If there's a middle name on you or your partner's passport or national identity card you must include it.		Enter one of the following: single, marriage dissolved, civil partnership dissolved, marriage, annulled, civil partnership annulled, widowed, surviving civil partner.	Enter male or female.		Enter an address in (country) where you're staying for 3 days before your notary appointment. It could be a hotel, holiday let or other temporary accommodation, or the address of a friend or family member you're staying with.
John Stone	British	Single	Female	10/06/1990	Bellavista 79 Santibáñez De Vidriales S Zamora 49610
Maureen Sally Smith	British	Widowed	Male	03/11/1992	Bellavista 79 Santibáñez De Vidriales S Zamora 49610

Witness my hand, this **Day Month** of **20 Year** (leave the date blank until you are in front of the notary).

### Signature of British national giving notice

Do not sign your notice until you are in front of the notary

.....

### Signature and official seal of Notary Public

Leave blank.

.....

For office use only: B/U ..... Leave blank.....

NO IMPEDIMENT SHOWN: ..... Leave blank.....

# AFFIRMATION EXAMPLE

Print out the affirmation and fill in your details by hand.

Make sure your details match what you've entered in your notice of marriage, for example, your name and address. It's your responsibility to make sure the document is correct.

Do not change the format or layout of the affirmation. If you do, the embassy or consulate will ask you to complete a new version and get it notarised, delaying your application.

I, (enter all names exactly they appear on your UK passport)

.....**John Stone** .....

of (enter an address in [country] where you're staying for 3 days before your notary appointment. It could be a hotel, holiday let or other temporary accommodation, or the address of a friend or family member you're staying with.)

.....**Bellavista 79, Santibáñez De Vidriales, S Zamora, 49610** .....

**Do solemnly and sincerely affirm** as follows:

- 1) A marriage is proposed to be solemnised between me and (enter partner's names exactly as they appear on their UK passport or national identity card if they're not a British national.

.....**Maureen Sally Smith** .....

of (enter the same address as on your notice of marriage.)

.....**Bellavista 79, Santibáñez De Vidriales, S Zamora, 49610** .....

- 2) I believe that there is not any impediment by reason of kindred or alliance, or other lawful hindrance to the above marriage.
- 3) I have for three days immediately preceding this date had my usual residence within the district of the British Embassy in **Madrid**.
- 4) I am not under the age of 18 years.

**Signed** at a Notary Public / **Firmado** ante Notario Público

This **Leave blank.** day of **Leave blank.** 20 **Leave blank.**

Before me

**(Signature and official seal of Notary Public)**

**Leave blank.**

**(Signature of British national)**

**SIGN WHEN IN FRONT OF THE NOTARY.**

## NOTICE OF MARRIAGE/PUBLICACIÓN DE EDICTOS

**This page requires a signature and official seal of a Spanish Public Notary which can be placed on the back of the page**

To the Registration Officer at the British Consulate-General in Madrid

I HEREBY GIVE YOU NOTICE, that a marriage under the local law of Spain is intended to be had at ..... (**town**) on ..... (**date of marriage must show at least month and year, e.g. December 2023**) between me and the other Party herein named and described (that is to say):

Al Oficial de Registro en el Consulado-General Británico en Madrid, España

POR LA PRESENTE, doy aviso de que está previsto celebrar un matrimonio según la legislación española

en ..... (**Población**) el ..... (**fecha prevista del matrimonio por ej. diciembre de 2023**) entre yo y el/la otro/a contrayente, ambos abajo mencionados (es decir):

FULL NAME AND SURNAME NOMBRE Y APELLIDO <small>1st row: Applicant's details 2nd row: Future spouse's details</small>	NATIONALITY NACIONALIDAD	CONDITION* ESTADO CIVIL* MARITAL STATUS*	GENDER SEXO	DATE OF BIRTH FECHA DE NACIMIENTO	LOCAL SPANISH ADDRESS DIRECCIÓN EN ESPAÑA <small>Including street, house/flat number, city/town and postcode</small>

[\* Bachelor, spinster or single, divorced, widowed, surviving partner of a civil partnership, previous civil partnership/same-sex marriage dissolved/annulled, or otherwise]

[\* Soltero/a, divorciado/a, viudo/a, pareja supérstite de unión civil, unión civil ha sido disuelta/anulada, o similar]

Witness my hand, this ..... day of ..... 20..... / En testimonio de lo cual firmo este ..... día de ..... 20.....

**(Signature of British national giving notice) /  
(Firma del nacional británico)**

**(Firma y sello oficial del Notario Público)  
(Signature and official seal of Notary Public) /**

.....

.....

For office use only: B/U ..... NO IMPEDIMENT SHOWN: .....

**INCLUDE NOTARY SIGNATURE AND SEAL HERE**  
**INCUYA LA FIRMA Y SELLO NOTARIAL AQUÍ**

## AFFIRMATION / DECLARACIÓN SOLEMNE

**This page requires a signature and official seal of a Spanish Public Notary which can be placed on the back of the page**

I, (All names and surnames as they appear in your **British passport**)  
Yo, (Todos los nombres propios y apellidos según como aparecen en el pasaporte británico)

of (Address in Spain) / de (Dirección en España, según aparece en los Edictos incluyendo ciudad y provincia)

**Do solemnly and sincerely affirm** as follows / **Declaro de forma solemne y sincera** lo siguiente:-

1) A marriage is proposed to be solemnised between me and (All names as they appear in his/her passport/national ID document) / *Me propongo contraer matrimonio con (Todos los nombres propios según aparecen en el pasaporte/document de identidad)*

of (usual address, as it appears on the Notice of Marriage document including town and province) / *de (dirección habitual, según aparece en los Edictos incluyendo ciudad y provincia)*

2) I believe that there is not any impediment by reason of kindred or alliance, or other lawful hindrance to the above marriage. / *Considero que no existe impedimento alguno por motivos de consanguinidad, alianza ni ninguna otra limitación legal para el matrimonio propuesto.*

3) I have for three days immediately preceding this date had my usual residence within the district of the British Embassy in Madrid. / *Hasta la fecha de hoy, he estado físicamente presente durante tres días en el distrito de la Embajada Británica en Madrid.*

**4) (Delete as appropriate) / (Tache lo que no corresponde)**

- I am not under the age of 18 years. / *No soy menor de edad.*
- [or I am under the age of 18 years, but the consent of the persons whose consent to the marriage is required by law has been obtained.] / *[o soy menor de edad pero se ha obtenido el consentimiento de las personas cuyo consentimiento para el matrimonio se requiere por ley.]*
- [or I am under the age of 18 years, but there is no person whose consent to the marriage is required by law.] / *[o soy menor de edad pero no existe ninguna persona cuyo consentimiento para el matrimonio se requiera por ley.]*

**Signed** at a Notary Public / **Firmado** ante Notario Público

This ..... day of ..... 20..... / A fecha de ..... de ..... de 20.....

Before me/Ante mí

**(Signature and official seal of Notary Public/**  
Firma y sello del Notario Público

**(Signature of British national /**  
Firma de declarante)

X ..... X .....

**INCLUDE NOTARY SIGNATURE AND SEAL HERE**

**INCUYA LA FIRMA Y SELLO NOTARIAL AQUÍ**