

MSC application guidance and checklist

1. Fill in the form below (on page 4). There is an example of a completed form (on page 3) to help you fill it in correctly. Do not sign it until you are in front of a notary.
2. Take the form to a notary to sign it and have it 'notarised' (certified).
3. Complete your [online application](#), which will include uploading your notarised form.
4. Write or print your email address and application reference number (the number will be in your online application confirmation email) on a piece of paper to send with your other documents.
5. Send your notarised form 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.

IMPORTANT:

Applications are processed **only upon receipt of the original documents** by the British Consulate-General in Madrid and **in the order received**. Please ensure that you send your original documents **well in advance of your appointment with the Spanish authorities** (at least 2 months beforehand).

Checklist of original documents to send by post

- Notarised MSC affirmation
- Application reference number and your email address

If you've been married before:

- The original document that proves any previous marriages or civil partnerships have ended, or a copycertified 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 anational 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

IMPORTANT:

Applications are processed **only upon receipt of the original documents** by the British Consulate-General in Madrid and **in the order received**. Please ensure that you send your original documents **well in advance of your appointment with the Spanish authorities** (at least 2 months beforehand).

MSC AFFIRMATION EXAMPLE

1) I / Yo, (All forenames and surname(s)/ nombre y apellido(s))

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

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

The following is information about myself / Lo que sigue es información sobre mi persona:

2) Occupation / Profesión**Accountant**.....

3) Usual Address / Dirección Habitual**11 Wayfield Road, Southport, TR11PU**.....

Information as it appears on my **passport** / Información que aparece en mi **pasaporte** (4-10):

4) Surname(s) / Apellido(s): Stone	5) All forenames / Todos los nombres propios: John
6) Date of birth / Fecha de nacimiento: 10/06/1990	7) Place of birth / Lugar de nacimiento: Swanbridge
8) Issue date of passport/ Fecha del expedición: 15/08/2022	9) Passport issuing authority (e.g. IPS, HMPO) / Autoridad del expedición: HMPO
10) British passport number / Número de pasaporte británico: 533401377	

11) Marital Status / Estado Civil**Single**.....

11a) If divorced or annulled/dissolved UK Civil Partnership, date and place of issue of **decree absolute** / Si está divorciado o tiene Unión Civil del R.U. anulada/disuelta, fecha y lugar de emisión de la **sentencia firme**:

11b) If widowed or surviving partner of a UK Civil Partnership, date and place of death of previous spouse or partner/ Si es viudo o pareja superviviente de Unión Civil del R.U. fecha y lugar del fallecimiento del cónyuge/pareja anterior:

Information as it appears on my **birth certificate** / Información que aparece en mi **certificado de nacimiento** (12-14)

12) All forename(s) and surname(s) of father / Todos los nombres y apellidos de mi padre: Kenneth Richard Stone
13) All forename(s) and surname(s) of mother / Todos los nombres y apellidos de mi madre: Lydia Stone
14) Mother's maiden name / Apellido de soltera de mi madre: Stevenson

15) I am [~~delete whichever is not applicable~~] / Yo [~~tache lo que no corresponda~~]:

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

A marriage is proposed to be solemnised between me and **16) ...Maureen Sally Smith** (name and surname of partner) of **17)Bellavista 79, Santibáñez De Vidriales, S Zamora, 49610**.....(usual address), a **18)British**..... (nationality of partner) national at **19).....Town**..... (place of marriage) on **20)Month, Year**.....(**approximate date of marriage, month and year is required**).

Me propongo contraer matrimonio con **16)**..... (nombre y apellido de la pareja) de **17)**..... (dirección habitual), ciudadano/a **18)**..... (nacionalidad de la pareja) en **19)**..... (lugar del matrimonio) el **20)**..... (**fecha prevista del matrimonio, se requiere el mes y el año**).

I am free to enter into this proposed marriage and believe that there is not any impediment by reason of kindred or alliance, or other lawful hindrance, to this proposed marriage. / Tengo capacidad para celebrar el matrimonio propuesto y considero que no existe impedimento alguno por motivos de consanguinidad, alianza ni ninguna otra limitación legal para el matrimonio propuesto.

Affirmed at a Notary Public / **Declarado** ante Notario Público;

21) this ...**Leave blank**...day of ...**Leave blank**.....20..... / A fecha de de de 20.....

22) before me / ante mí**Leave Blank**.....

23)X.....**Leave blank**..... 24) X.....**SIGN WHEN IN FRONT OF THE NOTARY**.....

(signature & official seal of Notary Public / firma y sello oficial del Notario Público)

(signature of British national) / (firma del declarante)

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AFFIRMATION / DECLARACIÓN SOLEMNE

1) I / Yo, (All forenames and surname(s)/ nombre y apellido(s))

.....

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

The following is information about myself / Lo que sigue es información sobre mi persona:

2) Occupation / Profesión

3) Usual Address / Dirección Habitual

Information as it appears on my **passport** / Información que aparece en mi **pasaporte** (4-10):

4) Surname(s) / Apellido(s):	5) All forenames / Todos los nombres propios:
6) Date of birth / Fecha de nacimiento:	7) Place of birth / Lugar de nacimiento:
8) Issue date of passport/ Fecha del expedición:	9) Passport issuing authority (e.g. IPS, HMPO) / Autoridad del expedición:
10) British passport number / Número de pasaporte británico:	

11) Marital Status / Estado Civil

11a) If divorced or annulled/dissolved UK Civil Partnership, date and place of issue of decree absolute /
Si está divorciado o tiene Unión Civil del R.U. anulada/disuelta, fecha y lugar de emisión de la sentencia firme:

.....

11b) If widowed or surviving partner of a UK Civil Partnership, date and place of death of previous spouse or partner/ Si
es viudo o pareja superviviente de Unión Civil del R.U. fecha y lugar del fallecimiento del cónyuge/pareja anterior:

.....

Information as it appears on my **birth certificate** / Información que aparece en mi **certificado de nacimiento** (12-14)

12) All forename(s) and surname(s) of father / Todos los nombres y apellidos de mi padre:
13) All forename(s) and surname(s) of mother / Todos los nombres y apellidos de mi madre:
14) Mother's maiden name / Apellido de soltera de mi madre:

15) I am [~~delete whichever is not applicable~~] / Yo [~~tache lo que no corresponda~~]:

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

A marriage is proposed to be solemnised between me and **16)**..... (name and surname of partner) of **17)**..... (usual address),
a **18)**..... (nationality of partner) national at **19)**..... (place of marriage) on
20)..... (**approximate date of marriage, month and year is required**).

*Me propongo contraer matrimonio con **16)**..... (nombre y apellido de la pareja) de
17)..... (dirección habitual),
ciudadano/a **18)**..... (nacionalidad de la pareja) en **19)**..... (lugar del
matrimonio) el **20)**..... (fecha prevista del matrimonio, se requiere el mes y el año).*

I am free to enter into this proposed marriage and believe that there is not any impediment by reason of kindred or alliance, or other lawful hindrance, to this proposed marriage. / Tengo capacidad para celebrar el matrimonio propuesto y considero que no existe impedimento alguno por motivos de consanguinidad, alianza ni ninguna otra limitación legal para el matrimonio propuesto.

Affirmed at a Notary Public / **Declarado** ante Notario Público;

21) thisday of20..... / A fecha de de de 20.....

22) before me / ante mí

23) X..... 24) X.....
(signature & official seal of Notary Public) / (signature of British national) / (firma del declarante)

INCLUDE NOTARY SIGNATURE AND SEAL HERE
INCLUYA LA FIRMA Y SELLO NOTARIAL AQUI