

## CNI and MSC application guidance and checklist

1. Fill in the forms below (on pages 7, 9 and 11). There are examples of completed forms (on pages 3, 4 and 5) to help you fill them in correctly. Ensure an approximate date in the future and place of marriage are specified on the Notice of Marriage. Do not sign them until you are in front of a notary.
2. Take the forms to a notary to sign them and have each of them 'notarised' (certified) separately.
3. Complete your [online application](#), which will include uploading your notarised forms. Once you have completed and submitted the application 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.

### **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
- Notarised CNI affirmation
- Notarised notice of marriage that specifies an approximate date in the future and place of marriage
- 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 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

### **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).

OFFICIAL  
**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.

You must specify the date and place where the intended marriage is due to take place. If you do not know the exact date, you must provide an approximate month and year in the future. If this is left blank the Notice of Marriage will be rendered invalid.

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 Officer at the British Consulate-General in Madrid:**

I hereby give notice that a marriage under the local law of Spain is intended to take place:

- at .....(town)..... – **must be completed**
- on ... (approximate month & year of the intended marriage)..... – **must be completed**

between me and the other Party herein named and described below (that is to say):

FULL NAME AND SURNAME 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.	NATIONALITY	MARITAL STATUS Enter one of the following: single, marriage dissolved, civil partnership dissolved, marriage, annulled, civil partnership annulled, widowed, surviving civil partner.	GENDER Enter male or female.	DATE OF BIRTH	LOCAL ADDRESS Enter the 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 49610 Zamora
Maureen Sally Smith	British	Widowed	Male	03/11/1992	Bellavista 79 Santibáñez De Vidriales 49610 Zamora

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 notary

.....

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

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

# CNI 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, been physically present in Spain

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 for notary**

**(Signature of British national)**

**SIGN WHEN IN FRONT OF THE NOTARY**

**MSC AFFIRMATION / DECLARACIÓN SOLEMNE**

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

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

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

24) X.....**SIGN WHEN IN FRONT OF THE NOTARY**  
(signature of British national / (firma del declarante)

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# 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 Officer at the British Consulate-General in Madrid:**

I HEREBY GIVE NOTICE that a marriage under the local law of Spain is intended to take place:

- at .....(town) – **must be completed**
- on ..... (approximate month & year of the intended marriage) – **must be completed**

between me and the other Party herein named and described below (that is to say):

**Al Oficial de Registro en el Consulado-General Británico en Madrid:**

*POR LA PRESENTE, doy aviso de que se tiene previsto celebrar un matrimonio conforme a la legislación española:*

- en ..... (población) – **debe cumplimentarse**
- el ..... (mes y año aproximados del matrimonio previsto) – **debe cumplimentarse**

*entre yo y el/la otro/a contrayente, ambos abajo mencionados (es decir):*

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

[\* 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 .....

OFFICIAL

.NO IMPEDIMENT SHOWN: .....

**INCLUDE NOTARY SIGNATURE AND SEAL HERE**

**INCLUYA 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, been physically present in Spain / *He estado físicamente presente en España durante los tres días inmediatamente anteriores a esta fecha.*

**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**

**INCLUYA LA FIRMA Y SELLO NOTARIAL AQUÍ**

## 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)** this .....day of .....20..... / A fecha de ..... de ..... de 20.....

**22)** before me / ante mí .....

**23)** X..... **24)** X.....  
 (signature & official seal of Notary Public) / (firma y sello oficial del Notario Público) (signature of British national) / (firma del declarante)

**INCLUDE NOTARY SIGNATURE AND SEAL HERE**

**INCLUYA LA FIRMA Y SELLO NOTARIAL AQUÍ**