

Giving Notice Checklist

- You must have chosen a venue. Any change of venue will mean giving notice again.
- Notices can only be given within 12 months of the date you wish to marry.
- You and your partner **both** must provide at least **one document from sections 1 and 2 and if applicable to you a document from section 3 and 4.**
- **If you do not bring the correct documents, we will be unable to take your notice.**
- Documents must be original and in date/still valid.
- If under 18 years of age, a signed consent form is required – forms are available prior to notice from all registration offices.
- If you do not have a required birth, death or marriage certificate these can be ordered from www.gro.gov.uk or contact the Register Office in the district where the event occurred.
- **You will need to show a link between the names on all your documents.**

Section 1	Proof of Name, Date of Birth and Nationality	Partner 1	Partner 2
Valid passport (all countries)		<input type="checkbox"/>	<input type="checkbox"/>
Valid European Economic Area (EEA) or Swiss ID card		<input type="checkbox"/>	<input type="checkbox"/>
Valid Home Office travel document/biometric residence permit		<input type="checkbox"/>	<input type="checkbox"/>
Certificate of registration or naturalisation as a British Citizen granted by the Secretary of State		<input type="checkbox"/>	<input type="checkbox"/>
(Born before** 01.01.1983) British birth certificate	Your short or full birth certificate and also: 1) Evidence to show current use of the name on the birth certificate. See Section 2 Name and Address. 2) If your current name is different to the name on your birth certificate, evidence of how your name has been changed e.g. marriage certificate(s), change of name deed, statutory declaration of change of name	<input type="checkbox"/>	<input type="checkbox"/>
(Born on or after** 01.01.1983) British birth certificate	Your full certificate showing your parents' details and also: 1) Your mother's UK birth certificate (*see note below) 2) If your parents were married at the time of your birth or since you may bring your father's UK birth certificate and marriage certificate. (*See note below) 3) Evidence to show current use of the name on your birth certificate. See Section 2 Name and Address below. 4) If your current name is different to the name on your birth certificate, evidence of how your name has been changed e.g. marriage certificate(s), change of name deed, statutory declaration of change of name	<input type="checkbox"/>	<input type="checkbox"/>
*If your parent was also born after 1.1.1983 you will also need one of your grandparent's birth certificates. Please refer to the website for full details of how to prove British nationality through a UK birth certificate			

Section 2	Evidence showing your Current Name and Address (where you have resided for more than 7 clear days)	Partner 1	Partner 2
Current UK driving licence		<input type="checkbox"/>	<input type="checkbox"/>
Printed statements from online accounts must show your current name and address			
Utility bill	Dated within three months of your notice.	<input type="checkbox"/>	<input type="checkbox"/>

	Gas/Electric/Water/Landline telephone/ cable/broadband (not mobile phone)		
Bank statement	Dated within one month of the appointment.	<input type="checkbox"/>	<input type="checkbox"/>
Council tax	Dated within one year of the appointment.	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage statement	Dated within one year of the appointment.	<input type="checkbox"/>	<input type="checkbox"/>
Current resident tenancy agreement	Must show your name and address	<input type="checkbox"/>	<input type="checkbox"/>
Letter signed & dated by owner/proprietor/tenant of the property	Must specify who they are and the length of your residency. Further evidence may be required. Please refer to the website for precise requirements for these letters. (Cannot also be used for proof of your name)	<input type="checkbox"/>	<input type="checkbox"/>

Section 3	Marital Status – original documents only	Partner 1	Partner 2
This section does not apply to you if you have not been married/in a civil partnership			
Decree Absolute/Nullity or Civil Partnership Dissolution order issued in the UK		<input type="checkbox"/>	<input type="checkbox"/>
Divorce, Nullity or Dissolution issued outside the British Isles	Original final document (plus translation): <ul style="list-style-type: none"> There is a fee of £50 or £75 for us to consider if the divorce/dissolution/nullity is capable of recognition in the UK. 	<input type="checkbox"/>	<input type="checkbox"/>
Death certificate of previous spouse	If you are not named on the death certificate you must also bring the marriage/CP certificate	<input type="checkbox"/>	<input type="checkbox"/>
If your name on the decree absolute/dissolution document or death certificate is different to your current name you must bring evidence showing a link between the two names e.g. marriage certificate(s), change of name deed, statutory declaration of change of name			
For any document not in English you must provide a full translation of all wording, stamps and signatures. The translation can be made by anyone other than you and your partner. The translator must add their name and address and certify it is a true and accurate translation			

Section 4	Immigration Status	Partner 1	Partner 2
British/EEA/Swiss nationals need only to provide nationality document from section 1		<input type="checkbox"/>	<input type="checkbox"/>
If you or your partner are a non-EEA national:			
Proof of indefinite leave to remain/enter		<input type="checkbox"/>	<input type="checkbox"/>
Proof of permanent residence		<input type="checkbox"/>	<input type="checkbox"/>
Proof of right of abode		<input type="checkbox"/>	<input type="checkbox"/>
Proof of military or diplomatic exemption (See our website or call for more details)		<input type="checkbox"/>	<input type="checkbox"/>
A marriage/civil partnership visa	You must also both bring a passport photo.	<input type="checkbox"/>	<input type="checkbox"/>
If you or your partner have none of the above	When you give notice, you will both be referred to the Home Office. The notice period may be extended from 28 to 70 clear days. The fee for notice will be £47 each.* You must also both bring a passport photo.	<input type="checkbox"/>	<input type="checkbox"/>
For non-EEA nationals who normally reside outside the UK	Proof of your usual overseas address, see documents as above, plus a translation	<input type="checkbox"/>	<input type="checkbox"/>

If you have any queries, please consult our website:

www.norfolk.gov.uk/births-ceremonies-and-deaths/marriages-and-civil-partnerships/giving-notice