

## **Checklist for documentation required at your notice appointment**

**If you are British, Irish or an EEA citizen with EU Settlement Scheme (EUSS) status granted or applied for before 30 June 2021 you must:**

- Each give your notice of marriage or civil partnership at the Register Office [in the district where you have lived](#) for the nine days prior to the appointment.
- If you both live in the Gloucestershire Registration District you can book a double appointment and attend together or can book single notice appointments and attend separately.

**If one or both of you are subject to immigration control or an EEA citizen without EU Settlement Scheme (EUSS) status:**

- One of you **must** have lived in the Gloucestershire Registration District for the **nine days** immediately before giving notice. If one of you lives in another Registration District, you may both give notice together in Gloucestershire or [in the other district](#). You **must** book a double notice appointment and attend together.

Your notice must be displayed publicly for 28 clear days before a marriage or civil partnership schedule can be issued. However, if one or both parties to the marriage or civil partnership is subject to immigration control, this legal waiting period may be extended, by the Home Office, to 70 days.

Please do ensure that you plan ahead as your ceremony cannot take place if the legal preliminaries are not carried out in sufficient time to allow for the marriage or civil partnership schedule to be issued ahead of the ceremony date. The amendment policy on our [terms and conditions](#) details any fees that may be incurred as a result of changes to your booking.

- Notices can only be given within 12 months of the date you wish to marry or form your civil partnership.
- You and your partner must **both** provide at least **one** document from sections 1 and 2 and if applicable to you, one document from section 3 and 4.
- Documents must be original and in date/still valid on the day you give notice.
- If you have changed your name for any reason, you will need to show a link between the names on all your documents
- If you do not bring the correct documents, we will be unable to take your notice.
- If you require a copy of your birth, death, or marriage or civil partnership certificate these can be ordered from the Register Office in the district where the event occurred, or contact [www.gro.gov.uk](http://www.gro.gov.uk)

You can [order certificates](#) for events that occurred within Gloucestershire from the Gloucestershire county council website.

If you have any queries, please consult our [Giving Notice](#) webpage. Alternatively, please feel free to contact the Ceremonies team on 01452 425060 (option 3) and we will be happy to help.

Please feel free to contact the ceremonies team on 01452 425060 (option 3) and we will be happy to advise you.

## **Please note**

If you do not meet the residency requirements or present all the required, original, valid, documentation we will not be able to complete your notice and a further appointment will have to be booked and paid for. You will be charged a re-booking fee of £35 per person which will be payable online *at the time of booking*. ***Please be advised that your appointment will be cancelled if payment is not received within 24 hours of re-booking.***

If you do not attend your appointment or are more than 10 minutes late you will be required to re-book your appointment and will be charged a re-booking fee of £35 per person which will be payable online *at the time of booking*. ***Please be advised that your appointment will be cancelled if payment is not received within 24 hours of re-booking.***

## **Section 1 – Proof of Name, Date of Birth and Nationality**

You and your partner must both present at least **one document each from the following** list at your notice appointment:

- ☐ **Valid passport (all countries)**
- ☐ **Valid Home Office travel document**
- ☐ **Valid biometric immigration document issued by the Home Office (biometric residence permit)**
- ☐ Certificate of registration or naturalisation as a British Citizen granted by the Secretary of State.

### **British citizens only:**

- ☐ **(Born before 1st January 1983) Valid passport or British birth certificate\***
  - ☐ Your **short or full** birth certificate **and also**:
  - ☐ If your current name is different from 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
- ☐ **(Born on or after 1st January 1983) Valid passport or British birth certificate\***
  - ☐ Your **full** birth certificate showing your parents' details and **also either**:
  - ☐ Your mother's British birth certificate (**\*\*see note below**)
  - ☐ **Or, if your parents were married or in a civil partnership at the time of your birth or since** you may bring your **father's** British birth certificate **and marriage or civil partnership certificate**. (**\*\*See note below**)

### **And also:**

- ☐ If your current name is different to the name on your birth certificate, evidence of how your name has been changed e.g., marriage or civil partnership certificate(s), change of name deed, statutory declaration of change of name

**\*\*If your parent was born after 1st January 1983**, you will also need a copy of **their full British** birth certificate **and one of their parent's British birth certificates** (and marriage certificate if this grandparent is male).

**\*Any birth certificate issued by British Military Bases, Consular or High Commissions overseas is not proof of British nationality for the purpose of giving notice.**

## **Section 2 – Evidence showing your Current Full Name and Address (where you have resided for more than 7 clear days)**

You and your partner must both present at least **one** document each from the following list at your notice appointment:

- ☐ **Current UK photo driving licence**
- ☐ **Utility bill\*** dated within **three months** of your notice (We can accept Gas, Electric, Water, Landline telephone, cable, or broadband bills, but ***not*** a mobile phone bill)
- ☐ **Bank Statement\*** dated within **one month** of the appointment
- ☐ **Council Tax Statement** dated within **one year** of the appointment
- ☐ **Mortgage Statement** dated within **one year** of the appointment
- ☐ **Current resident tenancy agreement** which must show your name and address
- ☐ A letter signed & dated by the owner, proprietor, or tenant of the property, which must specify who they are and the length of your residency. Further evidence may be required. Please refer to the [Notice page](#) on our website for precise requirements for these letters. **(Cannot also be used for proof of your name)**

\* Printed statements from online accounts are acceptable (must be dated and show your current name and address)

## **Section 3 – Marital Status (original documents only)**

**Please note that this section does not apply to you if you have never previously been married or in a civil partnership.**

Only if applicable, you and your partner must both present at least **one** document each from the following list at your notice appointment:

- ☐ Decree absolute, Final order of divorce, Decree of nullity, Nullity of marriage order, or Civil Partnership Dissolution order issued in the UK\*
- ☐ Divorce, Nullity or Dissolution issued **outside** the UK\*\*
- ☐ Original final divorce document (plus translation): there is a fee of £50 or £75 for us to consider if the divorce, dissolution, or nullity is capable of recognition in the UK.
- ☐ Death certificate of previous spouse. If you are not named on the death certificate you must also bring the marriage or civil partnership certificate.

**\*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 or civil partnership certificate(s), change of name deed, statutory declaration of change of name

**\*If any of your documents are in any language other than English:**

- ☐ you will need to bring the original document plus a full translation into English. The translation can be made by anyone other than you or your partner. These documents must be certified at the bottom by the translator stating, "I certify this to be a true translation of the document". The name, address, telephone number and signature of the person who translated the document(s) must be included.

Please feel free to contact the ceremonies team on 01452 425060 (option 3) and we will be happy to advise you.

## **Section 4 – Immigration Status**

1. If you are British or Irish, you will not have to bring evidence of your immigration status.
2. If you have EU Settlement Scheme EUSS Settled or Pre-settled Status:
  - ☐ Bring your **EU Settlement Scheme share code (generated prior to the appointment on [GOV.UK](https://www.gov.uk))** to prove your immigration status (this code is valid for 90 days). If you have a pending application for the above, made on or before the June 30<sup>th</sup> 2021, you will need to bring your Home Office Certificate of Application.

If either of you is subject to immigration control, you must **both** attend to give notice together at a register office in the district where one or both of you live.

Where applicable present the following at your appointment (in addition to a nationality document from section 1):

3. If you or your partner are not a British/Irish national or do not have EU Settlement Scheme Settled or Pre-settled Status you will need to provide:
  - ☐ Proof of indefinite leave to remain/enter
  - ☐ Proof of right of abode
  - ☐ Proof of military or diplomatic exemption from immigration control (see Giving Notice for more details)
  - ☐ A marriage or civil partnership visa - you must also **both** bring a colour passport photo
4. If you or your partner have none of the above when you give notice:

Your proposed marriage or civil partnership will be referred to the Home Office. The notice period may be extended from 28 to 70 clear days.

  - ☐ A referral fee of £12 per person will be payable during your appointment.
  - ☐ You must also **both** bring a colour passport photo
5. Non-British/Irish or non-EU Settlement Scheme nationals who normally reside outside the UK:
  - ☐ proof of your usual overseas address, see documents as above, plus a translation.
6. If either of you have no or limited, English language skills:
  - ☐ you will need to bring a translator to your appointment. A translator can be a family member or friend but cannot be the partner in the marriage or civil partnership. If you and the registrar cannot understand each other, the appointment will have to be cancelled and rebooked incurring a re-booking fee.
7. If any of your documents are in any language other than English:
  - ☐ you will need to bring the original document plus a full translation into English. These documents must be certified at the bottom by the translator stating, "I certify this to be a true translation of the document". The name, address, telephone number and signature of the person who translated the document(s) must be included.

If **one** or **both** of you do not meet the residency requirements or present all the required, original, valid, documentation we will not be able to complete your notice and a further appointment will have to be booked and paid for. You will be charged a re-booking fee of £35 per person which will be payable online *at the time of booking*. **Please be advised that your appointment will be cancelled if payment is not received within 24 hours of re-booking.**