

MARRIAGE NOTICE APPLICATION FORM

(Marriage (Northern Ireland) Order 2003)

Must be served on the Registrar at least 28 days before the date of the intended marriage.

A. About the Intended Marriage

GRO are committed to the privacy of data. Please see Annex A for full privacy statement

1. Date of marriage	Day	Month	Year	This space for Registrar's use only Marriage Notice Reference. ----- Date document(s) returned -----
2. Place of marriage				

B. About Yourself

3. Current Forename(s)		Previous Name(s) & Surname	
Current Surname(s)		Maiden Name	
4. Present or last occupation			
5. Retired (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>		6. Sex (tick box) Male <input type="checkbox"/> Female <input type="checkbox"/>	
7. Status (tick box) Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced/Marriage Annulled <input type="checkbox"/>		8. Date of Birth	
Civil Partnership Dissolution/Annulment <input type="checkbox"/>		Surviving Civil Partner <input type="checkbox"/>	
9. Place of Birth	10. Country of Residence	11. Nationality	
12. Usual Residence & Postcode			
Contact Telephone No Email Address			

C. About your Father

13. (a) Current Forename(s)	
(b) Current Surname (s)	
(c) Previous Name(s) & Surname(s)	
14. Present or last occupation	
15. Retired (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>	16. Is he still living (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>

D. About your Mother

17. (a) Current Forename(s)	
(b) Current Surname (s)	
(c) Previous Name(s) & Surname(s)	
18. Maiden Surname	
19. Present or last occupation	
20. Retired (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>	21. Is she still living (tick box) Yes <input type="checkbox"/> No <input type="checkbox"/>

E. About the Officiant (complete this part if you intend to have a religious marriage)

22. Name, address and religious denomination of the officiant. Name Address Denomination
23. Signature of that person to indicate that (s)he is willing to act as officiant. Signature

F. About the Officiant (complete this part if you intend to have a humanist celebrant conduct the ceremony)

24. Name and address of humanist celebrant Name Address
25. Signature of that person to indicate that (s)he is willing to act as officiant. Signature

G. About the other party to the intended marriage

26. Forename(s) in full
Surname(s)
27. Usual Residence & Postcode

H. Documents to be submitted by you with this notice

<p>28. FOR ALL PERSONS</p> <p>Is your birth / adoption certificate enclosed? (tick box)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>If you are unable to produce your birth / adoption certificate, state the reason here.</i></p>
<p>29. IF YOU ARE DIVORCED OR PREVIOUS MARRIAGE WAS ANNULLED</p> <p>Is your decree of divorce or annulment enclosed? (tick box)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>The registrar will require proof of the termination of the earlier marriage/civil partnership. If you are unable to produce the official decree of divorce/annulment or civil partnership dissolution/annulment, state the reason for not doing so as this will affect whether or not the registration can proceed.</i></p>
<p>30. IF YOU ARE A WIDOW OR WIDOWER</p> <p>Is your death certificate of your former partner enclosed? (tick box)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>The registrar will require proof of the death. If you are unable to produce a death certificate of your previous spouse/civil partner, state the reason for not doing so.</i></p>
<p>31. NATIONALITY</p> <p>Have you enclosed your passport or other document(s) to prove your nationality? (tick box)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you a UK, EEA or Swiss national? (tick box)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><i>If for any reason you are unable to enclose documentation to prove nationality please state the reason. If you are a United Kingdom Citizen, who does not have a passport, your birth certificate may be sufficient.</i></p> <p><i>If you are not a UK, EEA or Swiss national, you must complete an Immigration Status Statement and return it with this notice form. The Immigration Status Statement is available at www.nidirect.gov.uk/marriage or from any Northern Ireland registration office.</i></p>

I.

32. DECLARATION

I solemnly declare:-

- (i) that I am the person named at B3;
- (ii) that I and the person named at Part G intend to be married on the date entered in Part A /*and by the officiant named at Part E or Part F;
- (iii) that there is no impediment caused by being within the prohibited degrees of relationship, affinity or adoption and that I know of no other legal impediment to our marriage;
- (iv) that all the particulars and other information given by me on this notice are correct to the best of my knowledge and belief; and
- (v) that each document submitted by me in accordance with Part H of this notice is genuine .

Signed:

Date:

NOTE: A person who supplies false information to a registrar or uses, gives or sends any certificate, document or declaration required for the purposes of this marriage notice which is false or has been forged in any way is liable for prosecution.

**delete as appropriate*

MARRIAGE IN NORTHERN IRELAND

GUIDANCE NOTES TO HELP YOU COMPLETE THE MARRIAGE NOTICE APPLICATION FORM

(These notes are not part of the Notice Form prescribed under the Marriage (NI) Order 2003)

From July 2018 you may arrange a civil marriage led by a humanist celebrant. This is an additional choice to civil marriage led by a district council registrar or a religious marriage.

If you are planning to be married in Northern Ireland, please read these notes carefully.

NOTE 1 - ABOUT THE INTENDED MARRIAGE. HOW AND WHEN TO GIVE NOTICE. *To help you complete Section A1.*

Fill in your proposed date of marriage at A1. Remember that by law both parties to a proposed religious or civil marriage must submit marriage notice forms to the registrar of the district in which the marriage is to take place, informing the registrar of their intention to marry. Notice must be given in the twelve month period prior to the date of marriage and **NOT LATER THAN 28 DAYS BEFORE THE DATE OF MARRIAGE.**

Timing is important. You must submit the notices early enough to enable the registrar to be satisfied that you are free to marry one another. Normally notices should be with the registrar about eight weeks before the marriage but if either of you has been married before, the notices should be with the registrar ten weeks beforehand. **The minimum period is 28 days before the date of the proposed marriage, but if you leave things as late as this you could be faced with the need to postpone your marriage.** Only in exceptional circumstances will the Registrar General authorise a marriage to take place if 28 days' notice has not been given. It is important to make early arrangements for the date and time of your marriage. If you are having a **religious** or **humanist** ceremony contact the officiant who is to take the ceremony, before completing the notice of marriage. For a registrar led civil marriage make advance arrangements with the registrar. This is particularly important in towns and cities, where large numbers of people want to be married at certain times of the year.

Although you need not both attend personally at the registrar's office to hand in your marriage notice, at least one of you must attend there personally before the marriage. You will need, in the case of a religious marriage or humanist led civil marriage, to collect the Marriage Schedule (see 6 below) or, in the case of a registrar led civil marriage, to finalise arrangements with the registrar. One of you may need to attend personally because the registrar may require further information before the marriage can proceed. You should note that if it is not clear from your marriage notice form the registrar might ask whether your parents were married. This is to enable registrars to insert your mother's maiden surname appropriately in your marriage schedule.

When you give notice you will be required to sign a declaration to the effect that the information given on your notice is correct. Do not delay giving notice simply because you are waiting for any of the documents mentioned at note 7 to come to hand. If time is getting short it is better to give notice first and then pass the documents to the registrar when they become available; but they must be made available to the registrar before the marriage can proceed as arranged.

Please note in accordance with legislation a list of intended marriages will be placed on public display.

NOTE 2 - ABOUT THE INTENDED MARRIAGE. PLACE OF MARRIAGE. *To help you complete Section A2.*

Each of you must submit a marriage notice, along with the required documents (see below) and the appropriate fee, to the **registrar for the district in which the marriage is to take place.**

You can obtain marriage notice forms, and information about what the marriage will cost, from any registrar of births, deaths and marriages. You can get the address of your local registrar from the phone book. - (See under 'Registration') or our website www.nidirect.gov.uk

Civil Marriages may be solemnized in the registrars' offices or in places which have been approved by the district councils. A list of approved places in each registration district where civil marriages may be solemnized may be obtained from the district registrars. A full list of approved places for Northern Ireland may be obtained from the General Register Office or our website.

Religious Marriages, by a registered officiant, with the approval of the Religious Body, may be solemnized anywhere in Northern Ireland. The notice form should be submitted to the registrar of the district in which the marriage is to be solemnized.

NOTE 3 •ABOUT YOURSELF. *To help you complete Section B.*

You should enter details of the name by which you are known. If this is not the name as shown on your birth or adoption certificate you may be asked to provide further evidence. Any two persons, regardless of where they live, may marry in Northern Ireland provided there is no legal impediment; namely:

- both persons are at least 18 years of age on the day of their marriage or persons over 16 and under 18 years of age have obtained the necessary consent for marriage;
- they are not related to one another in a way which would prevent their marrying – if in doubt please consult the local registrar;
- they are unmarried (any person who has already been married must produce documentary evidence that the previous marriage has been ended by death, divorce or annulment);
- they are not part of any civil partnership (any person who has already been in civil partnership must produce documentary evidence that the person's civil partnership has ended);
- they are not of the same sex;
- they are capable of understanding the nature of a marriage ceremony and of consenting to the marriage;

NOTE 4 - ABOUT YOUR FATHER

To help you complete Section C.

You should provide details of the father named on your full birth or adoption certificate.

If your parents were not married to each other and your father's name does not appear on your birth certificate, you may provide details of your father on the notice form.

NOTE 5 - ABOUT THE MOTHER.

To help you complete Section D.

You should provide details of the mother named on your full birth or adoption certificate.

NOTE 6 - THE OFFICIANT.

To help you complete Section E.

A religious marriage, may be solemnized only by a registered officiant authorised to do so under the Marriage (Northern Ireland) Order 2003. You should contact an officiant to confirm that s(he) is willing to solemnize your marriage and the officiant should sign one of the notice forms before notice is given to the registrar.

To help you complete Section F.

A humanist celebrant may solemnize a marriage only if they are registered to do so under the Marriage (Northern Ireland) Order 2003. You should contact the celebrant to confirm that s(he) is willing to solemnize your marriage and the celebrant should sign one of the notice forms before notice is given to the registrar.

NOTE 7 - DOCUMENTS YOU WILL NEED TO PRODUCE.

To help you complete Section H.

When giving or sending the marriage notice forms to the registrar each of you must supply the following documents:

H28 If you were born in the UK, provide **your full (long) birth or adoption certificate.**

If you were born outside the UK, provide **the certified copy of your birth or adoption certificate issued by the appropriate authority of that country and your passport or national identity card.**

H29A If you have been married before and the marriage was dissolved, a certificate of **divorce** or **annulment** (or a certified copy decree). A decree of divorce must be absolute or final - a decree nisi is not acceptable. If you have been married more than once, only the document relating to the termination of the most recent marriage is required. If you are unable to produce the official decree of divorce or annulment, state the reason for not doing so. The registrar will require proof of the termination of the earlier marriage.

H29B A divorced woman must also provide the relevant marriage certificate.

H30 If you are a **widow** or **widower**, the death certificate of your former spouse. If you are unable to produce a death certificate of your previous spouse, state the reason for not doing so. The registrar may require proof of the death

H31 If you are a UK National, provide your passport:

If you are a national of an EEA country or Switzerland, provide your passport or National Identity Card;

All other nationalities, provide your passport.

If you do not have a passport, contact the registrar to determine other acceptable documentation.

Authorised copies may be acceptable for the purpose of giving notice, however the registrar must see the original of any of the above documents before a marriage can take place.

If any document is in a language other than English, you must also provide a certified translation into English.

NOTE 8 - MARRIAGE SCHEDULE.

When the registrar is satisfied there is no legal impediment to the marriage, he or she will prepare a Marriage Schedule from the information you have given. It is a most important document - **no marriage ceremony can proceed without the Schedule.**

If you are having a religious marriage, or a civil marriage carried out by a humanist celebrant, the registrar will issue the Marriage Schedule to you. The registrar cannot issue the Schedule more than 14 days before the marriage and will advise you when to call to collect it. **The Schedule cannot be collected on your behalf by a relative or friend - the registrar will issue it only to the prospective bride or bridegroom.**

The Marriage Schedule must be produced before the marriage ceremony to the person solemnizing the marriage. Immediately after the ceremony the Schedule must be signed by both spouses, by the person solemnizing the marriage and by the two witnesses. Thereafter you must arrange for it to **be returned to the registrar within three days** so that the marriage can be registered.

If you are having a registrar led civil marriage the registrar will not issue the Marriage Schedule to you in advance, but will have it available at the marriage ceremony for signature, and will subsequently register the marriage.

For a registrar led civil marriage you will need to pay the appropriate fee to the registrar before the ceremony.

NOTE 9

Be sure to let the officiant or the registrar know if you change your plans or decide to postpone your marriage.

NOTE 10

If you are getting married in a foreign country you may complete this form to apply for a Certificate of Legal Capacity to Marry.

If you are having a religious marriage abroad you do not need to complete Section E

For further information contact any local registrar of births, deaths, marriages and civil partnerships or our website www.nidirect.gov.uk

NOTE:- Forms and documents should be sent to the registrar in the district where the proposed marriage is to take place .

General Register Office Privacy Notice



Data Controller
Department of Finance
Clare House
303 Airport Road
Belfast
BT3 9ED

Data Protection Officer
Jenny Lynn
Room 29, Dundonald House
Upper Newtownards Road
Belfast BT4 3SB
Telephone: (028) 9052 4149
Email: DataProtectionOfficer@finance-ni.gov.uk

General Register Office (GRO) is a branch within the Northern Ireland Statistics and Research Agency (NISRA), who are an Agency within the Department of Finance (DoF). GRO is committed to protecting your privacy when you use our services.

The Data Protection Act 2018 – when passed requires organisations who process personal data to meet certain legal obligations. These obligations are contained within the data protection principles. Within the meaning of the Act and Regulation the DoF is the Data Controller. This Privacy Notice explains how GRO uses information about you and the ways in which we will protect your privacy.

Why are you processing my personal information?

GRO collects and processes personal information in order to meet our legal obligations and public functions including:

- Civil administration of the marriage and civil partnership law in Northern Ireland along with the registration of births, deaths, adoptions and gender recognition. The office is also responsible for the maintenance of registration records and the production, on request, of certificates in relation to these events
- To produce statistics and support research using data collected under Civil Registration legislation (Birth, Death, Marriage, Civil Partnership, Adoption and Gender Recognition registration in Northern Ireland) and the Census Act (1969);

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

What categories of personal data are you processing?

To carry out its duties, amongst other things GRO needs to collect information on:

- personal details
- family and social circumstances
- financial details
- employment and education details
- goods or services provided
- property details

Where do you get my personal data from?

We obtain personal information directly from you and from other government departments.

CCTV

We use CCTV in Colby House (our Headquarters) to maintain the security of property, premises, staff and for the prevention and investigation of crime. For these reasons the information processed may include visual images, personal appearance and behaviours.

Do you share my personal data with anyone else?

We may share your data with the following to meet our legislative or public function requirements:

- your family, associates or representatives

- central government
- local government
- suppliers and service providers
- financial organisations
- courts, tribunals and parties to litigation
- Police forces

Our Departmental guidance on data sharing provides further information on the factors we shall consider when deciding whether information should be disclosed to other parties.

Do you transfer my personal data to other countries?

Any personal information we process will only be used for the purposes stated or if necessary to fulfil legal or regulatory requirements.

All the personal data we use is processed within the European Economic Area (EEA). Sometimes it may be necessary to transfer personal information outside the EEA. Where this is required, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

How long do you keep my personal data?

We keep personal information about you only for as long as is necessary to fulfil the purpose and in line with the DoF Retention and Disposal Schedule, after which time it will be destroyed securely.

What rights do I have?

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, under the law we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for information on any personal information we may hold, you can email us at DataProtectionOfficer@finance-ni.gov.uk.

Alternatively, you can write to

Data Protection Officer

Jenny Lynn
Room 29, Dundonald House
Upper Newtownards Road
Belfast
BT4 3SB

If at any point you believe the information we process on you is incorrect, you can ask to have this information corrected.

How do I complain if I am not happy?

If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner:

casework@ico.org.uk

or

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>