

EVIDENCE LIST FOR GIVING NOTICE OF MARRIAGE OR CIVIL PARTNERSHIP

This document provides a list of the evidence which has been prescribed in regulations to enable a person to give notice of their intention to marry or form a civil partnership. **All documents must be originals not photocopies.**

Before you can marry or form a civil partnership, there are certain legal formalities that need to be observed. The main requirement is for both partners each to give a 'notice'.

EEA Nationals and anyone not subject to immigration control:

Notice must be given in the registration district in which you live. If you live in Norfolk it can be done at any one of our registration offices. If you live outside of Norfolk you should contact your local registration office.

Anyone subject to immigration control:

When one or more parties to a marriage or civil partnership are subject to immigration control the parties must give notice together at a designated registration office. For the purpose of giving notice to marry all Norfolk registration offices are designated. For giving notice to form a civil partnership, only Norwich registration office is designated. There are other designated offices throughout England and Wales.

Passport photographs:

If one or both parties are:

- non-EEA and subject to immigration control

Or

- have a fiancé/marriage visa

both parties will be required to bring with them a recent passport sized photo.

For **ALL** people giving Notice, evidence from Section 1, 2 and 3 (if applicable) **MUST** be provided to ensure that the Notice can be accepted.

1. Evidence of name, surname, date of birth and nationality

One of the following original documents (or groups of documents) must be provided to the Superintendent registrar by a person giving a notice of marriage as evidence of the name, surname, date of birth and nationality.

- Valid passport;
- Valid national identity card issued by an EEA state or Switzerland
- Certificate of registration or naturalisation as a British citizen granted by the Secretary of State

- Born in the United Kingdom before 1st January 1983 —

United Kingdom birth certificate ([non-UK birth certificates cannot be accepted](#))

AND another piece of evidence to establish current usage of the name on the birth certificate. (This additional piece of evidence must be one of those listed at “Evidence of place of residence” below, but not a letter signed by the owner/proprietor/tenant of the property).

If your current name is different to the name on your birth certificate then, in addition to providing evidence of use of your current name, you will also need a document to link your name on the birth certificate with your current name e.g. marriage certificate/s, change of name deed or statutory declaration.

- Born in the United Kingdom on or after 1st January 1983 —

Full United Kingdom birth certificate showing parents’ details ([non-UK birth certificates cannot be accepted](#)).

AND another piece of evidence to establish current usage of the name on the birth certificate. (This additional piece of evidence must be one of those listed at “Evidence of place of residence” below, but not a letter signed by the owner/proprietor/tenant of the property).

If your current name is different to the name on your birth certificate then, in addition to providing evidence of use of your current name, you will also need a document to link your name on the birth certificate with your current name e.g. marriage certificate/s, change of name deed or statutory declaration.

AND

Evidence of either of parents’ British citizenship or settled status at the **time of birth**,
i.e.

If parents were **not** married at the time of birth, the mother’s UK birth certificate is required.

Or, if parents were married at the time of birth, or since, then either parents' UK birth certificates are required

Or, a passport, valid at the time of birth, describing the relevant parent as a British citizen or indicating that he or she then had indefinite leave to enter or remain.

And parents' marriage certificate if providing the father's UK birth certificate/claiming British Citizenship through the father.

- Valid biometric immigration document
- Valid travel document issued in the United Kingdom at the discretion of the Secretary of State to persons who have been formally and, in the view of the Secretary of State, unreasonably, refused a passport by the authorities in their own countries and who have - been granted limited leave to enter or remain or humanitarian protection on rejection of a claim for asylum or for recognition as a stateless person; or been granted indefinite leave to remain;
- Valid travel document issued pursuant to Article 28 of the Convention relating to the Status of Refugees done at Geneva on 28th July 1951();
- Valid travel document issued to person pursuant to Article 28 of the Stateless Convention;
- If none of the documents (or groups of documents) listed above are available to confirm the person's name, surname, date of birth and nationality, such other document or combination of documents as the Registrar General determines it is reasonable to accept in the particular circumstances of the case.

Please note that we can give no advice on what other documents might be acceptable to the Registrar General until at a notice appointment, and not before.

If your current name has been changed from that showing on the form of evidence listed above, evidence of the change of name (linking the names) must also be provided:

- E.g. If providing a **UK** birth certificate with a **different** name to the name you **currently** use, documents such as marriage certificate/s and/or change of name deed or statutory declaration will be required.

Please call 0344 800 8020 if you have any queries.

2. Evidence of place of residence (resided at for 7 clear days prior to date of giving notice)

One of the following original documents must be provided as evidence of the place of residence within England and Wales of a person giving notice:

- Utility bill dated no more than three months before the date on which notice is given (this is for services received at the property e.g. gas/electric/water/landline telephone/cable/broadband but not a mobile phone bill);
- Bank or building society statement or passbook dated no more than one month before the date on which notice is given (please note we are unable to accept an online viewing of an account statement; A printed statement from an online account is acceptable provided the statement shows the notice giver's the notice giver's name and address and is dated as specified above);
- Council tax bill dated no more than one year before the date on which notice is given;
- Mortgage statement dated no more than one year before the date on which notice is given;
- Current residential tenancy agreement; must show the person's place of residence as the address to which the evidence was sent.

- Valid driving licence in the name of the person giving notice

the evidence mentioned above must –

- be in the same name of the person giving notice, or, where it is in the name of more than one person, one of them must be the person giving notice, and show the person's place of residence as the address to which the evidence was sent.
- Letter from the owner or proprietor of the address which is the person's place of residence - confirming that the person giving notice has resided at the address for at least 7 days immediately prior to the date on which notice is given. The letter must be signed and dated by the owner/proprietor, must include the owner/proprietor's name and address and must state that they are the owner/proprietor.
- Letter from tenant of the address which is the person's place of residence - confirming that the person giving notice has resided at the address for at least 7 days immediately prior to the date on which notice is given. The letter must be signed and dated by the tenant, must include the tenant's name and must state that they are the tenant. Proof must also be provided of the tenant's residency at the address (any of the prescribed proofs of residence above, but preferably the tenancy agreement).
- If none of the documents listed above are available, such other document as the Registrar General determines it is reasonable to accept in the particular circumstances of the case.

Please note that we can give no advice on what other documents might be acceptable to the Registrar General until at a notice appointment, and not before.

If your current name has been changed from that showing on the form of evidence listed above, evidence of the change of name (linking the names) must also be provided:

- E.g. If providing a bank statement with a **different** name to the name you **currently** use, documents such as marriage certificate/s and/or change of name deed or statutory declaration will be required.

Please call 0344 800 8020 if you have any queries.

If subject to immigration control proof of usual address (wherever that may be), if different to the place resided at for the last 7 clear days will also be required – such evidence must be as prescribed above.

3. Evidence of ending of previous marriage or civil partnership

One of the following original documents must be provided to the superintendent registrar as evidence of the ending of a previous marriage or civil partnership of a person giving a notice of marriage.

- Decree absolute of divorce or decree of nullity of marriage granted by a court of civil jurisdiction in England and Wales;
- Dissolution order or nullity order obtained in England or Wales in accordance with Part 2 of the Civil Partnership Act 2004;
- A document, or documents, confirming divorce or annulment granted by a court of civil jurisdiction in any part of the British Islands and recognised in the United Kingdom in accordance with section 44 of the Family Law Act 1986);
- A document, or documents, confirming the dissolution or annulment of civil partnership granted by a court of civil jurisdiction in the United Kingdom and recognised in accordance with section 233 of the Civil Partnership Act 2004;
- A document, or documents confirming divorce or annulment obtained in a country outside the British Islands and recognised in the United Kingdom in accordance with either -
 - Sections 45 to 49 of the Family Law Act 1986; or
 - Articles 21 to 27, 41(1) or 42(1) of the Council Regulation;
- A document, or documents confirming the dissolution or annulment of civil partnership obtained outside the United Kingdom and recognised in accordance with either -
 - Sections 234 to 237 of the Civil Partnership Act 2004; or
 - Regulations made under section 219 of the Civil Partnership Act 2004);

- The death certificate of spouse or civil partner;
- The presumed death certificate of spouse or civil partner issued under paragraph 3 of Schedule 1 to the Presumption of Death Act 2013);
- If none of the documents listed above are available to confirm the ending of previous marriage or civil partnership, such other evidence as the Registrar General determines it is reasonable to accept in the particular circumstances of the case.

If your current name is different from that showing on the form of evidence listed above, evidence linking the names must also be provided:

Please note, your current name, your name on your most recent divorce/dissolution/annulment document and your name on your birth certificate/passport/Identity card might not match. **If any of these do not match you must provide linking documents** such as marriage certificate/s, change of name deed or statutory declaration, to prove the link/s between these.

Similarly, if a person has ever changed their name or used a different one on an official document and they want this former name recorded they must bring linking evidence, (such as change of name deed/statutory declaration/marriage certificate) to prove they are the same person.

Please call 0344 800 8020 if you have any queries.

Consideration of Foreign Divorces/Civil Partnership Dissolutions/Nullities – A fee is charged across England and Wales for the consideration of divorces/Civil Partnership dissolutions/nullities obtained outside of the British Isles.

British Isles means the United Kingdom, the Channel Islands and the Isle of Man.

The consideration of the above will cost either £50 or £75 depending upon nationality and country of divorce/dissolution/nullity.

The consideration is whether foreign divorce/dissolution/nullity documents are acceptable for the purpose of giving notice.

Fees are taken at the time of the notice appointment, are in addition to the statutory fees for giving notice, and are charged regardless of outcome.

Possible delays to issue of Certificate to Marry/Schedule to Form a Civil Partnership: Some foreign divorce/dissolution/nullity documents will be referred to the General Register Office. It can take up to 6 weeks for a decision and we advise that this possible delay should be factored into your plans.

Full Translations:

Any document in a foreign script must be accompanied by a full translation of all wording including stamps and signatures. The translation can be undertaken by anyone other than the parties to the Marriage/Civil Partnership. The translator must add their name and address and certify it is a true and accurate translation.

4. Visiting Military Forces

Members of visiting forces are exempt from immigration control, as long as they produce the necessary evidence of eligibility to be in this country.

In order to be able to give notice in a Local Register Office the party or parties must be resident in that district.

Notice must be given in the district of residence in the usual way.

Members of visiting forces may be resident in a military base or in private accommodation.

Evidence of military exemption (and proof of identity and nationality) –

- A valid passport
This should be stamped to show that they are not subject to any limitation on their stay in the UK by virtue of their employment.

Or

- An overseas forces ID card.

Both must be supported by evidence that they are based in England and are still a serving member of the military forces.

- Their military orders showing DEROS (Date Eligible for Return from Overseas). This is the date until which they are eligible to be in this country.

Or

- A letter signed by their Commanding Officer stating the date until which they are eligible to be in this country.

The military orders cannot be used as proof of identity or nationality. They are proof of eligibility to be in this country and this is what makes the holder exempt from immigration control

5. Consent forms for under 18 year olds

If under 18 years, a signed consent form is required – Forms are available prior to notice from all registration offices.