

# Checklist for notices taking place from 1<sup>st</sup> July 2021

- 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, one 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](http://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**

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.
  
- **(Born before 1st January 1983) British birth certificate\***  
Your **short or full** birth certificate **and also**:
  - Evidence to show current use of the name on the birth certificate. See Section 2 Name and Address
  - 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) British birth certificate\***  
Your **full** birth certificate showing your parents' details **and also either**:
  - Your mother's UK birth certificate (\*\*see note below)
  - **Or, 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)****And also**:
  - Evidence to show current use of the name on your birth certificate. See Section 2 Name and Address below.
  - 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

**\*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.**

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

## **Section 2 – Evidence showing your Current 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 driving licence**
- **Utility bill\*** dated within **three months** of your notice (We can accept Gas/Electric/Water/Landline telephone/cable/broadband, **not mobile phone**)
- **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 owner/proprietor/ 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 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 not been married/in a civil partnership**

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

- Decree Absolute/Nullity or Civil Partnership Dissolution order issued in the UK
- Divorce, Nullity or Dissolution issued **outside** the British Isles
- Original final document (plus translation): there is a fee of £50 or £75 for us to consider if the divorce/dissolution/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/CP 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 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**

If applicable only, you and your partner must both present the following at your notice appointment (in addition to a nationality document from section 1):

**1 ) If you have EU Settlement Scheme Settled or EU Pre-settled Status you will need to bring your alpha-numeric 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 30 days). If you have a pending application for the above, made before the 30<sup>th</sup> June 2021, you will need to bring your Home Office Certificate of Application.**

**2 ) 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 to abode
- Proof of military or diplomatic exemption (see [Giving Notice](#) for more details)
- A marriage/civil partnership visa – **you must also both bring a passport photo**

**3 ) 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

**4 ) 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.**

If you have any queries, please consult our [Giving Notice](#) webpages.