

MARRIAGE DOCUMENT

Marriage document issued by (name)(designation) in the parish of in the
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1. Date and place of marriage		
2. Name and Surname		
3. Date of birth		
4. Condition		
5. Occupation		
6. Residence at time of marriage		
7. Mother/Father/ Parent name surname and occupation		
8. Marriage solemnized according to the rites and ceremonies of the by / after * by me * <i>delete as appropriate</i>		
9. Signature of parties married		
10. Name and signature of witnesses	
11. Signature of the member of the clergy by whom the marriage was solemnized(signature)(name).....(designation)	

Guidance for completing the marriage document

This marriage document should be prepared following the completion of ecclesiastical preliminaries, i.e. banns, common licence, special licence, and be kept securely until the ceremony.

- The details in the heading and spaces can be typed or handwritten.
- It does not matter which party is recorded first / in the left-hand column.
- Surnames should be in capital letters.
- If no information is given, a line should be drawn in the space.
- If handwritten, you should complete using black registration ink and in distinct and clear handwriting.

Ref no. – Number each marriage document sequentially e.g. 01, 02, 03 etc.

Space 7 – Name, surname and occupation of mother, father or parent

Each party can have up to four parents recorded. Where a step parent is included this should be qualified by writing (step-parent) after the name. Where a parent is deceased the words (deceased) should be entered after the name. If any parent is retired, details of their last occupation should be qualified by writing (retired) afterwards, this should be included even if the parent is deceased.

Spaces 9 to 11 Signing the entry

You must check the marriage document with the parties to ensure that all the details are correct. If they cannot read, it should be read to them. If a discrepancy is found at this stage, it can be amended and initialled by the relevant party.

The couple must sign in the spaces provided in space 9 in their usual manner. The witnesses must then sign and add their name in space 10.

You must add your name, signature and designation; e.g. 'Rector', 'Vicar', etc to space 11.

Return of the marriage document

Once the marriage document has been signed, you must arrange for the marriage document to be returned to the local register office within 21 days for the marriage to be registered. You can return the document by post, or with the agreement of the couple, ask them or a family member to return it to the local register office. Once registered the couple or their representatives will be able to obtain a marriage certificate from the register office.