



HM Passport  
Office

*General Register Office*

# Guidebook for The Clergy

<b>Contents</b>	<b>Page</b>
<b>Introduction</b>	<b>5</b>
<b>Marriage</b>	
<b>1 General</b>	
• Roles and responsibilities	6
• The Marriage Document	6
• Issuing of the Marriage Document	6
• The Marriage Schedule	6-7
• Where one or both parties are subject to immigration control	7
• Hours and place of marriage	7
• Restrictions on marriage	8
• Access	8
• Witnesses	8
• Missing or stolen safe or schedules	8
• Ink	9
<b>2 Preliminaries</b>	
• Preliminaries to Marriage	9
• Ecclesiastical Preliminaries	9
• Superintendent Registrar's Schedule in lieu of Ecclesiastical Preliminaries	9-10
• Nationality requirements	10
• European Economic (EEA) Nationals	10
• Non-European Economic (EEA) Nationals	10
• Evidence of British, EEA or Swiss Nationality	10-11
• Evidence of current use of name	11-12
• Giving notice of intent to marry	12
• Qualifying connection	12-13
• Notice Period	13
• One party resident in Scotland	13
• One party resident in Ireland	14
• Publication of banns - service personnel	14
• Publication of banns on board HM ships	14
• Two marriage ceremonies on the same day	14
• Religious ceremony after a civil marriage	14
• Re-marriage	15
• Parental names	15
<b>3 Ceremony</b>	
• Pre-marriage checks	15
• Marriage by Superintendent Registrar's schedule	15-16
• Pre-marriage questions	16-17
• Forced marriages	17
• Sham marriage	17-18
• Mental capacity	18-19
<b>4 Completing the Marriage document</b>	<b>19-23</b>

• Bilingual registration in Wales	23-24
• Filled register books and searching and issuing certificates	24-25
<b>5 Corrections</b>	25
<b>6 Offences and Penalties</b>	25
<b>7 Reconciliation</b>	25-26
<b>8 Baptism</b>	
• Certificate of name given in Baptism	26
<b>9 Burial</b>	
Births and Deaths Registration Act 1926:	26-28
Authorities for burial	26-27
• Registrar's certificate and coroner's order	27
• Certificate that death is not required to be registered	27
• Certificate or order lost or mislaid	27
• Notification of disposal to registrar	27-28
• Still-births	28
Births and Deaths Registration Act 1874:	28
• Notice required for burial of two or more bodies in one coffin	28
Burial Laws Amendment Act 1880:	29
• Notice of intended burial	29
• Certificate of burial	29

## Appendices

<b>A.</b>	Useful contact details	30
<b>B.</b>	How to establish British Nationality	31
<b>C.</b>	Pre-marriage checks following civil preliminaries (flowchart)	32
<b>D.</b>	Naval, Military and Air Force Chapels	33-34
<b>E.</b>	Description of occupation	35
<b>F to N</b>	<b>Examples of marriage documents, schedule, Acknowledgement Form and entry.</b>	36-44
<b>F.</b>	Example of a Church of England marriage document	36
<b>G.</b>	Examples of a marriage schedule to be used for a religious marriage:	37
<b>H.</b>	Example of marriage document with three parents recorded	38
<b>I.</b>	The same marriage document as above after signing	39
<b>J.</b>	Marriage document showing initialled amendments made at the ceremony that will be carried through to the registration	40
<b>K.</b>	Marriage entry created from the previous document showing the correct details	41
<b>L.</b>	Manually completed and signed marriage document	42
<b>M.</b>	Bilingual Marriage Document	43
<b>N.</b>	Form of acknowledgement	44
<b>O.</b>	Application form and guidance notes for a correction	45-46
<b>P.</b>	Certificate of Name Given in Baptism	47
<b>Q.</b>	Certificate for burial or cremation (still-birth)	48
<b>R.</b>	Certificate for burial or cremation	49-50
<b>S.</b>	Certificate that death is not required to be registered	51-52
<b>T.</b>	Coroner's order for burial	53-54
<b>U.</b>	Declaration that certificate or order has been issued	55
<b>V.</b>	Certificate of burial under the Burial Laws Amendment Act 1880	56

## **Introduction**

This booklet has been designed to be read in conjunction with the Faculty Office booklet “Anglican Marriage in England and Wales. A guide to the law for Clergy”, and aims to provide you with support and guidance in your role and responsibilities regarding burials, the issuing of a certificate of name given in baptism and ensuring that the legal requirements of marriages solemnized in accordance with the rites and ceremonies of the Church of England or Church in Wales are met. We hope you will find it helpful.

If you have any queries regarding any of the topics covered in this booklet, please contact your local superintendent registrar or the General Register Office (GRO). Contact details can be found in Appendix A.

# Marriage

## 1 General

### **Roles and responsibilities**

- 1.1 Your responsibility is to ensure that the legal requirements of marriages solemnized in accordance with the rites and ceremonies of the Church of England or Church in Wales are met; this includes marriage preliminaries, authority for the marriage, the solemnization of the marriage and the completion of the marriage document/schedule.

### **1.2 The Marriage Document**

This replaces the former marriage registers and records the details of the parties to the marriage, the witnesses and the officiating minister and is used by the registrar to record the detail of the marriage in a central electronic marriage register. The marriage document is used only for marriages following ecclesiastical preliminaries, i.e. Banns, a Common Licence or an Archbishop of Canterbury's Special Licence.

When it has been signed by the parties to the marriage, the witnesses and the officiating minister, it is, your responsibility to return it to the local register office. Alternatively, and with your agreement, the parties or a relative can return the marriage document to the local register office on your behalf. Once received at the register office the marriage is registered, in the electronic register (Registration Online, RON), and the parties can then be issued with a marriage certificate.

### **Issuing the marriage document**

The marriage document that will be completed at the time of the marriage ceremony can be held in the following formats:

1. As a type and print version which can be accessed by the Clergy on Local Registration Service (LRSA) password protected website [www.lrsa.org.uk](http://www.lrsa.org.uk)
2. Hard copy by the member of the Clergy (GRO will supply manual stock on an ad hoc basis). Please contact Registration Supplies via [registration.supplies@gro.gov.uk](mailto:registration.supplies@gro.gov.uk). Please note that hard copies should only be requested if you are unable to access the type and print or PDF version available on the LRSA website and will be supplied in limited numbers. /
3. Those churches who use the free Church of England on-line administration software [www.lifeeventsdiary.org](http://www.lifeeventsdiary.org) will be able to create and print the Marriage Document for couples getting married in their church.

Your local register office will also give any advice needed to assist your completion of the marriage document. This could include the registration officer downloading the form and sending a partially completed marriage document to the member of the clergy prior to the ceremony. Alternatively, the registration officer may simply send a blank form for all the details to be completed manually in registration ink by you. An example of a marriage document is at Appendix F.

### **The Marriage Schedule**

- 1.3 Along with the marriage document, the marriage schedule replaces the former marriage registers. Unlike the marriage document the marriage schedule is issued by the superintendent registrar after the completion of civil preliminaries, i.e. when the parties have

given notice of intention to marry at their local register office. One schedule is issued per couple.

Where the couple are subject to immigration control then the superintendent registrar will send the marriage schedule directly to you with a photograph template detailing each party to the marriage, see paragraph 3.2. Where the couple are not subject to immigration control then the schedule will be given to the couple to present to you before the ceremony.

The marriage schedule will be pre-populated with details from the notice with spaces for the signatures to be added after the ceremony by the officiating minister, the parties to the marriage and their witnesses. After the ceremony you will be responsible for the return of the schedule to the local register office, or with prior agreement, the parties or a family friend may do so. When the schedule is returned it will be registered in the electronic register (RON) and a marriage certificate can then be issued.

For more information about marriage schedules see paragraph 3.2. An example of a marriage schedule is at Appendix G.

#### **Where one or both parties are subject to immigration control.**

- 1.4 An important change to the law relating to marriage came in to force in March 2015. Where one or both of the parties to an intended marriage is a non-European Economic Area (EEA) national, and they wish to marry in the Anglican Church, the couple must give notice via civil preliminaries and obtain superintendent registrar's schedule before the marriage can proceed. It is no longer lawful for the marriage of a non-EEA national to be solemnized after the publication of banns of matrimony or on the authority of a common licence. This means that you have a responsibility to check the nationality of all couples wishing to marry in the Anglican Church.

#### **Hours and place of marriage**

- 1.5 Marriages may be solemnized at any hour of the day or night and on any day of the week, including bank holidays. However, under Canon Law the hours during which a marriage in a church or chapel of the Church of England (not Church in Wales) may take place remains between 8am and 6pm. If a member of the clergy were to solemnize a marriage outside these hours (unless by special licence granted by the Archbishop of Canterbury) it would be an offence under the Clergy Discipline Measure 2003.

It is an offence to solemnize a marriage according to the rites and ceremonies of the Church of England or Church in Wales in any place other than the one specified in the preliminaries to the marriage, or in any place other than a church or other building in which banns may be published, unless a special licence has been granted by the Archbishop of Canterbury.

It follows that such a marriage may not be solemnized in a non-conformist church, chapel or other building registered for the solemnization of marriages by the Registrar General (Section 41, Marriage Act 1949), except when the place of marriage is:

- a naval, military or air force chapel which is both licensed by the bishop and registered by the Registrar General, or
- a building to which a sharing agreement relates, whereby it is also a building in which banns may be published, or
- by special licence.

## **Restrictions on marriage**

1.6 The following are legal impediments to a marriage:

- a marriage contracted by anyone under the age of 16.
- pre-existing marriage or civil partnership – polygamy/polyandry is not legal within England & Wales.
- prohibited degree of relationship - a marriage solemnized between persons related within certain relationships by blood or adoption is void. Generally speaking, if there are 2 or less links e.g. a man marrying his mother's sister (aunt), this would be void.

## **Access**

1.7 The public must have unrestricted access to the building during any marriage ceremony to allow for valid objections against the marriage.

## **Witnesses**

1.8 A minimum of two witnesses must be present at the marriage and there is a requirement that two of them must sign the document. However, there will be capacity in the register to record up to six witnesses. While it is up to you if additional people sign in the space for witnesses, you must ensure that their names and signatures are legible and can fit in the space provided. There is no lower age limit, but they must be able to understand what is taking place and if necessary, give evidence as to what they have seen and heard if they are required to testify in court

## **Missing or stolen Marriage Documents or Schedules**

1.9 In the event that a completed and signed marriage document/schedule is lost either by the couple or by you before it is returned to the local register office for registration, you should contact your local register office who will advise you on reproducing the marriage document or schedule.

This may involve asking the couple and the original witnesses to return to sign the marriage document in the presence of the minister who officiated at the original marriage. If this minister is unavailable, then a member of the clergy acting for a church in the same registration district may sign instead.

## ***Missing or stolen safe***

1.10 In the event of your safe being stolen, this matter should be reported to the Police immediately. If the duplicate registers, schedules, marriage documents are unaccounted for and there is the possibility that it may have involved a theft, you should also report this to the Police. In both cases a Police Crime Incident Number should be obtained.

1.11 In all instances, GRO must be notified immediately on telephone number 0300 123 1837 (select Option 2). When you ring GRO, they will take details of the incident, and send out a report form for completion. The details GRO require include the name, address and building number, and the number of registers stolen and the Police Crime Incident Number.

1.12 Your local superintendent registrar should also be notified of any loss or theft of schedules or registers.



### **Ink**

- 1.13 A permanent type of black ink should be used when signing the marriage document/schedule. Registration ink can be purchased from: Ecclesiastical Stationery Supplies. Contact details are in Appendix A.

## **2 Preliminaries**

### **Preliminaries to Marriage**

- 2.1 The preliminaries for a marriage according to the rites of the Church of England or the Church in Wales should be either entirely ecclesiastical or civil, i.e. in no circumstances should there be publication of banns in respect of one party and the issue of a superintendent registrar's schedule for the other.

In March 2015, a scheme to tackle sham marriages and civil partnerships in the UK was introduced. A sham marriage or civil partnership is entered into by a couple who are not in a genuine relationship in order to obtain an immigration advantage for one or both of them.

In all cases, where one or both parties to the intended marriage is a non-EEA national, the couple must give notice via civil preliminaries (unless an Archbishop's special licence has been granted). The notice period for civil preliminaries is 28 days but for couples where one or both parties is a non-EEA national with limited or no immigration status, the Home Office may extend the notice period to 70 days to investigate whether their case is a sham.

The scheme also introduced a requirement for both parties to a proposed marriage to provide a photograph of themselves to the superintendent registrar when they give notice of marriage where one or both parties is a non-EEA national and subject to immigration control (see paragraph 3.2).

### **Ecclesiastical Preliminaries**

- 2.2 Please refer to the Faculty Office booklet "Anglican Marriage in England and Wales. A guide to the law for Clergy." This can be ordered from the Faculty Office via the link below.

<http://www.facultyoffice.org.uk/special-licences/guidance-for-the-clergy/>

### **Superintendent Registrar's Schedule in lieu of Ecclesiastical Preliminaries**

- 2.3 Section 17 of the Marriage Act 1949 provides that an incumbent may accept a schedule issued by a superintendent registrar in lieu of banns:

*'A marriage according to the rites of the Church of England may be solemnized on the authority of a schedule issued by a superintendent registrar in force under Part III of this Act in any church or chapel in which banns of matrimony may be published or in the case of a marriage in pursuance of section 26(1)(dd) of this Act the place specified in the notices of marriage and marriage schedule as the place where the marriage is to be solemnized. Provided that a marriage shall not be solemnized as aforesaid in any such church or chapel without the consent of the minister thereof or by any person other than a clergyman'.*

- 2.4 The conditions which govern the issue of superintendent registrar's schedule are either:

1) The church or chapel in which the marriage is to be solemnized must be:

- within the registration district in which one or both of the parties has completed the 7 full day residence period; and
- the church or chapel must be that of the ecclesiastical parish or district in which one or both of the parties live.

or,

- 2) The church or chapel is the usual place of worship of one or both of the parties to be married. This will be detailed in space 1 of the superintendent registrar's schedule naming the qualifying person. However, for a person to claim a church or chapel as their usual place of worship, they must be on the church's electoral roll (section 72 of the Marriage Act 1949). A cathedral cannot be regarded as a usual place of worship because it has no electoral roll.

### **Nationality requirements**

- 2.5 It is your responsibility to check the nationality of all parties wishing to marry. Where both parties are British, EEA or Swiss nationals you can proceed with ecclesiastical preliminaries (provided the couple meet the required qualifications to marry in your Parish).

### **European Economic (EEA) Nationals**

- 2.6 EEA nationals are nationals of the following states:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain, Sweden.

For these purposes, Switzerland is also included.

### **Non-European Economic (EEA) Nationals**

- 2.7 Where one or both parties to a proposed marriage is a non-EEA national, the parties will each have to complete civil preliminaries and obtain a superintendent registrar's schedule (unless an Archbishop's special licence has been granted).

### **Evidence of British, EEA or Swiss Nationality**

- 2.8 One of the following original documents (or groups of documents) must be provided by each of the parties to the proposed marriage to the member of the clergy, or (as the case may be) the person with authority to grant a common licence, as evidence that the party is a relevant national—

- (a) a valid British, EEA or Swiss passport;
- (b) a valid national identity card issued by an EEA state or Switzerland;
- (c) certificate of registration as a British citizen granted by the Secretary of State together with another document referred to in paragraph 2.9 below to establish current use of the name and surname referred to on the certificate of registration (or, if the person has changed their name, evidence of the change of name);

- (d) certificate of naturalisation as a British citizen granted by the Secretary of State, together with another document referred to in paragraph 2.9 below, to establish current use of the name and surname referred to on the certificate of naturalisation (or, if the person has changed their name, evidence of the change of name);
- (e) where the party was born in the United Kingdom—
  - (i) before 1st January 1983—
    - a United Kingdom birth certificate; and
    - one of the documents referred to in paragraph 2.9 below to establish current use of the name and surname referred to on the birth certificate provided (or, if the person has changed their name, evidence of the change of name);
  - (ii) on or after 1st January 1983
    - a full United Kingdom birth certificate showing their parents' (or, as the case may be, parent's), details;
    - one of the documents referred to in paragraph 2.9 below to establish current use of the name and surname referred to on the birth certificate provided (or, if the person has changed their name, evidence of the change of name);
    - evidence of either of their parents' British citizenship or settled status at the time of the birth (e.g. a passport describing the relevant parent as a British citizen, or indicating that he or she then had indefinite leave to enter or remain); and
    - their parents' marriage certificate (if British citizenship is claimed through their father);

If none of the documents listed above are available, such other document as the Registrar General determines it is reasonable to accept in the circumstances of the case.

- 2.9 Evidence of current use of name**
- (a) utility bill dated no more than three months before the date on which notice of marriage is given;
  - (b) bank or building society statement or passbook dated no more than one month before the date on which notice of marriage is given;
  - (c) council tax bill dated no more than 12 months before the date on which notice of marriage is given;

- (d) mortgage statement dated no more than 12 months before the date on which notice of marriage is given;
- (e) current residential tenancy agreement;
- (f) valid driving licence in the name of the person giving notice of marriage.

If you have any queries about the documentary evidence supplied by the couple, please contact your local register office or the General Register Office for advice.

### **Giving notice of intent to marry**

- 2.10 Where the couple are marrying after civil preliminaries, each party to the marriage needs to give notice at their local register office. Where one or both parties to a proposed marriage is a non-EEA national, they must attend together at a Designated Register Office (DRO), unless they are exempt from immigration control (e.g. has right of abode in the UK or diplomatic status). Please see the GOV.UK website <https://www.gov.uk/marriages-civil-partnerships/foreign-national> – for a list of Designated Register Offices.

If attending the local register office, each party to the marriage must complete 7 full days residence in that district before they can give notice. Non-EEA nationals, giving notice at a DRO, can attend **any** DRO in England and Wales, but must still have completed 7 full days residence in a district i.e. they can be resident in a different district to that of the DRO.

Until the implementation of the provisions in the Immigration Act 2014, the position has been that where a couple wished to marry in a parish based on a qualifying connection, they were required to use ecclesiastical preliminaries: there was no provision for a superintendent registrar's schedule to be issued in such cases. However, paragraph 12 of Schedule 4 to the Immigration Act 2014 amends section 35 of the 1949 Act to allow non-EEA nationals to marry in any Anglican place of worship that Church preliminaries would have allowed, notwithstanding that such couples must now complete civil rather than ecclesiastical preliminaries.

That means that where one (or both) of the parties is a non EEA national, and one (or both) of the parties has a qualifying connection with a parish under the Church of England Marriage Measure 2008, superintendent registrar's schedule can be granted to authorise the marriage in a church or chapel of the parish with which they have the qualifying connection.

### **Qualifying connection**

- 2.11 A person has a qualifying connection with a parish if–
- (a) that person was baptised in that parish (unless the baptism took place in a combined rite which included baptism and confirmation) or is a person whose confirmation has been entered in the register book of confirmation for any church or chapel in that parish;
  - (b) that person has at any time had his or her usual place of residence in that parish for a period of not less than six months;
  - (c) that person has at any time habitually attended public worship in that parish for a period of not less than six months;

(d) a parent of that person has during the lifetime of that person had his or her usual place of residence in that parish for a period of not less than six months or habitually attended public worship in that parish for that period; or

(e) a parent or grandparent of that person has been married in that parish.

The parties should approach the minister of the parish in the first instance to establish that they have a qualifying connection and its nature. Details of the qualifying connection should then be obtained from the couple

### **Notice Period**

- 2.12 Notice of intent to marry can be given up to 12 months before the date of marriage. After 28 clear days from when the notice has been entered, the superintendent registrar of the registration district in which the church is situated may issue their schedule for marriage – one for the couple.

When there are exceptional circumstances and compelling reasons, the Registrar General may reduce the 28-day waiting period. This is done by a formal application made by the couple. On such occasions, you should advise the couple to speak to their local superintendent registrar.

If, following any contact with the couple you feel that the marriage may be a sham, please follow the guidance in paragraphs 3.7-3.11.

For couples where one or both parties is a non-EEA national with limited or no immigration status, the Home Office may extend the notice period to 70 days to investigate whether their case is a sham. Ministers should be aware (before confirming a booking) that the notice period may, in certain circumstances, be extended to 70 days.

- 2.13 A superintendent registrar's schedule is valid for a period of twelve calendar months and the date of validity will be recorded on the schedule. The marriage can legally take place at any time prior to the date of expiry.

A period of twelve calendar months from a given day expires on the corresponding day of the final month of the period e.g. when notices are entered on 3 March the superintendent registrar's schedule is valid up to and including 3 March the following year. When there is no corresponding date because the final month is shorter than the first month i.e. 29 February, the period expires on the last day of the month the following year e.g. 28 February.

If each party gives notice of marriage on different dates the superintendent registrar will only issue their schedule after the waiting period for the second notice has expired.

### **One party resident in Scotland**

- 2.14 Please refer to the Faculty Office booklet, "Anglican Marriage in England and Wales. A guide to the law for Clergy."

### **One party resident in Ireland**

- 2.15 Please refer to the Faculty Office booklet, "Anglican Marriage in England and Wales. A guide to the law for Clergy."

### **Publication of banns - service personnel**

- 2.16 The Registrar General is advised by the Faculty Office of the Church of England and the Registry of the Lord Archbishop of Wales that:

- It is permissible for the banns of a serviceman or woman, if stationed in the United Kingdom, to be read in his or her home parish. The banns of his or her civilian fiancé(e) should be read in his or her home parish. The marriage may then take place in either parish.
- If a serviceman or woman is stationed abroad, his or her banns may still be read in his or her home parish in the United Kingdom. His or her civilian fiancé(e)'s banns should be similarly read and there is no need for a Common Licence. Where both servicemen and women are serving overseas, it is permissible for banns to be called in their respective home parishes.
- Where a marriage is intended to take place in England or Wales after the publication of banns between parties of whom one is residing in England and Wales, and the other in Scotland, Northern Ireland, or the Republic of Ireland, then if banns have been published or proclaimed in any church of the Parish or place in which the other party is residing according to the law or custom there prevailing, a certificate given in accordance with that law or custom that banns have been published or proclaimed, shall in respect of that party be sufficient.

### **Publication of banns on board HM Ships**

- 2.17 Under Section 14 of the Marriage Act 1949, where a marriage is intended to be solemnized in England or Wales, after the publication of banns, between parties of whom one is living in England or Wales and the other is an officer, rating or marine borne on the books of one of Her Majesty's ships at sea, the banns may be published on 3 successive Sundays during morning service on board that ship and the incumbent may accept a certificate of publication of banns issued by the Chaplain or commanding officer who published the banns. Banns must, of course, also be published on behalf of the other party in the parish in which he or she lives.

### **Two marriage ceremonies on the same day**

- 2.18 If the couple wish to have two valid marriage ceremonies performed on the same day, they should be advised that this is not possible. The couple could choose to have either a religious marriage ceremony or a civil marriage ceremony followed by a religious blessing.

### **Religious ceremony after a civil marriage**

- 2.19 Section 46 of the Marriage Act 1949 allows a couple to have a religious ceremony i.e. blessing, after their civil marriage. The parties must produce a certificate of their civil marriage before the ceremony may take place.
- 2.20 The religious ceremony does not invalidate or supersede the civil marriage and no record may be made in the electronic marriage register kept under the Marriage Act 1949. No legal preliminaries are required for such a religious ceremony.

## **Re-marriage**

- 2.21 A couple who are already lawfully married cannot choose to re-marry each other, unless there is some doubt as to the validity of the earlier marriage.
- 2.22 Where there is no apparent informality in the previous marriage and the couple merely wish to go through another marriage ceremony with each other, they should be informed that they are already lawfully married to each and there is no statutory provision for marriage preliminaries to be completed in these circumstances.
- 2.23 If it is unclear whether a previous marriage ceremony is capable of recognition as a lawful marriage, advice should be sought from the General Register Office.

## **Parental Names**

- 2.24 Regulations now provides for up to four parents to be recorded in a marriage document and subsequently the marriage entry for each of the parties to the proposed marriage. These are mother, father, parent and step-parent. In view of the sensitivities that may concern the choice of parent to be recorded in the marriage document and to avoid any embarrassment on the day of the marriage, we would suggest that you check with the couple well in advance which parental options that they require. See also paragraphs 4.12-17.

# **3 Ceremony**

## **Pre-marriage checks**

- 3.1 If a marriage following civil preliminaries is to take place, you must carry out the following checks before you allow the ceremony to go ahead. A flowchart showing the process for pre-marriage checks can also be found at Appendix C

## **Marriage by Superintendent Registrar's Schedule**

- 3.2 The superintendent registrar's schedule should be presented to you before the day of the marriage. The schedule will be issued by the superintendent registrar of the registration district of where the marriage is to take place. You must check the schedule and ensure that:
- the building where the marriage is taking place is correctly specified (see paragraph 1.5, hours and place of marriage);
  - the schedule is valid.
  - if the marriage is taking place in one of the couple's usual place of worship outside of the district in which they live, space 1 of the schedule state "Such building being the usual place of worship of the said one or both names of the party". However, if this statement is not on the schedule but you are satisfied that the marriage should go ahead, you may do so.
  - Where one or both parties to a proposed marriage is a non-EEA national and subject to immigration control, there is a requirement for both parties to provide a photograph to the superintendent registrar when they give notice of marriage. A copy of the photographs will be sent to you before the wedding is due to take place, along with the superintendent registrar's schedule

- The photographs should be used to ensure the couple, who attend the ceremony, are the same couple who attended to give notice. However, if for any reason the photographs are not received, the marriage should proceed as planned. If there is any doubt, then please contact GRO on 0300 123 1837 (Option 1). Once the marriage has taken place, the photographs should be confidentially destroyed. An example of a superintendent registrar's schedule for marriage is in Appendix G.

### **Pre-marriage questions**

3.3 You must check that there is no legal impediment to the marriage and ask the following questions of both parties:

- ***What is the name by which you are known, and have you been known by any other name?***  
The names and surnames must agree with those on the schedule. If there are any discrepancies, you must question the parties further. If the differences can be satisfactorily explained, you should go ahead with the marriage. If the differences cannot be explained you should contact your local superintendent registrar or the General Register Office.
- ***What is your date of birth?***  
The couple must both be over 16 for the marriage to be valid. If not, you must postpone the marriage. This will verify the date of birth in the schedule.
- ***Have you been through any form of marriage or civil partnership in this or any other country?***  
The condition must be the same as that shown on the schedule. If there is a discrepancy, you must resolve this matter before the marriage can proceed, for further advice you can contact the superintendent registrar before the ceremony. If you are unable to contact the superintendent registrar, you should seek advice from GRO. If at the time of the marriage, evidence shows that the party is free to marry, you may proceed with the ceremony. Where the evidence relates to a divorce outside the United Kingdom, Isle of Man or Channel Islands, you should contact the General Register Office.

3.4 If the details on the superintendent registrar's schedule do not match the information given to you by each of the parties to the proposed marriage and the discrepancy does not affect the identity or status of the parties to the marriage, or disclose a legal impediment, then you should correct the marriage schedule before the marriage is solemnized. You should cross through any inaccurate information so that it is still legible, and any correction or addition should be made in registration ink and be initialled by the party to the marriage. As a matter of good practice, we would strongly recommend that you initial the amendment as well, as it adds an element of assurance that the amendment has been made by the member of the clergy and not the couple themselves. However, although this is not mandatory.

In cases where there where the discrepancy has touched on the status or identity of the parties and you have decided to go ahead with the marriage, you need to write an explanation of the circumstances on the back of the schedule.



On the completion of the ceremony. In space 8 you should add the rites used in the ceremony, i.e. Church of England, or Church in Wales, the parish name and your signature after "by schedule by me" and your name and designation.

In space 9 the parties should add their usual signatures as described at paragraph 4.19, followed by the witnesses in space 10. The witnesses should also add their names of their signatures In Space 10. You should sign space 11 adding you name and designation.

For Anglican marriages the person signing space 8 of the marriage schedule will also be the same person signing space 11.

Any correction to the marriage schedule should be done following pre-marriage questioning and before the marriage is solemnised. However, a minor typographical or transcription error, for example the mis-spelling of an occupation may be corrected at this stage.

Once the schedule has been signed you should advise the couple that you will return it to the local register office in order for the marriage to be registered and a certificate issued. However, if the couple are agreeable to this, they or their representative (e.g. a family member) can opt to do this instead Once this has been done, and not before, the couple or their representatives will be able to obtain a marriage certificate.

### **Forced marriages**

3.5 Both parties must be present at the ceremony, be able to recognise each other and enter into the marriage contract knowingly and voluntarily. If you are in any doubt, the marriage should not take place. Some signs that you may wish to take into account include:

- either party showing signs of emotional distress
- either party showing signs of physical harm or assault
- one party may do all the talking or be reluctant to let the other party be spoken to alone
- the parties are unable to converse in the same language
- an allegation of a forced marriage has been made by someone else

3.6 If you suspect that one of the parties about to marry is doing so against their will, you should enquire whether they wish to proceed and offer to contact the Forced Marriage Unit at the Foreign & Commonwealth Office (contact details in Appendix A). You will need to act with sensitivity, and it is recommended that you find a way to discuss the matter privately (without family members) with the person – be aware that this could be their only chance to let someone know they are being forced to marry. If the person decides to proceed with the marriage it is best practice to get written confirmation that they are entering into the marriage voluntarily. If you decide to not proceed with the marriage, you must inform both your diocesan registrar and GRO. If, however the party insists on the marriage proceeding, you should go ahead. Further guidance on forced marriage is available on GOV.UK: <https://www.gov.uk/guidance/forced-marriage>

### **Sham marriage**

3.7 Under the Immigration and Asylum Act 1999, a sham marriage is one entered into for the purposes of evading the provisions of United Kingdom immigration law or the immigration

rules, and involves at least one party who is not a British citizen or an EEA national (see 2.6 for a list of EEA countries).

- 3.8 The signs of a sham marriage may be similar to those associated with a forced marriage. However, the following may also be indicative of a sham marriage.
- either party giving the impression of knowing very little about the other person;
  - either party referring to notes to answer questions about the other person;
  - one of the parties is seen to receive payment for the marriage;
  - an allegation that it is a sham marriage has been made by a credible third person, e.g. Immigration Officer or Police Officer;
  - there is little interaction between the couple; or,
  - one of the parties seems unable to give the full name or address of the other person.
- 3.9 None of these reasons may in itself indicate that the marriage is a sham and there may be other factors which may arouse your suspicions that are not listed. But it is generally expected that it will be a combination of factors.
- 3.10 A sham marriage should not be confused with a traditional arranged marriage that is usually organised by family members, where there may be no intention to circumvent immigration law.
- 3.11 If you have any concerns that a marriage may be a sham, you should contact your local superintendent registrar, who, if satisfied, is obliged to report the facts of the matter to the Home Office. You can report your suspicions to the superintendent registrar at any time before or after the marriage has taken place. It is important to remember that a sham marriage is not an impediment to a marriage and therefore is not a reason to prevent a ceremony from proceeding. If you are in any doubt, you should contact your local superintendent registrar for advice.

### **Mental capacity**

- 3.12 Both parties to the marriage must have the mental capacity to understand the nature of the marriage that they are about to contract. A vulnerable adult is defined as a person aged 16 and over and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or serious exploitation. A vulnerable adult could include an individual
- *with learning difficulties*
  - *with dementia*
  - *who lacks capacity as defined under the Mental Capacity Act 2005*

*In all cases demeanor should not be used solely as a guide that the person is entering into the marriage of their own free will as they may not show signs of emotional distress or harm e.g. just because a person appears happy about a forthcoming wedding does not mean that they have the capacity to consent to the marriage.*

- 3.13 A person should understand:
- (i) that they are taking part in a marriage ceremony and understands the words used;

- (ii) the nature of the marriage contract. This means the person must be capable of understanding the duties and responsibilities which normally attach to marriage.

- 3.14 A person's mental capacity will have been assessed and considered at the time they gave their notice of marriage. However, if at pre-marriage questioning you have any concerns, you should immediately discuss the matter with your local superintendent registrar or GRO. A marriage cannot proceed if a person does not have the mental capacity to marry.
- 3.15 A key principle of the Mental Capacity Act 2005 is that a person must be assumed to have capacity unless it is established that he/she lacks capacity. It should never be assumed that because a person has a learning disability, that they lack the capacity to marry.

## **4 Completing the marriage document**

- 4.1 You are responsible for issuing the marriage document, or for ensuring one has been issued, prior to any marriage that is to be solemnised after publication of banns or on the authority of a common or special licence, see paragraph 1.2. The marriage document must be issued before the marriage is solemnised and the information collected by questioning the couple will be used to populate the majority of the spaces in the marriage document.

You will be in possession of the marriage document which will have been issued and completed from the type and print version or your own manual stock., see paragraph 1.2. The same manner of pre-marriage questioning should be used as is used for marriage following the issue of a marriage schedule, see paragraph 3.3-4. The amendment of any errors found during the pre-marriage questioning must also follow the procedure described in paragraph 3.4.

The details in the heading and in spaces 1 to 7 should be either typed in by you are using the type and print facility. Alternatively, it can be handwritten; completed in black registration ink and in distinct and clear handwriting with surnames in capital letters. Abbreviations should not be used, except for signatures.

Every space must be completed without overlapping into the next space. If no information is given, a line should be drawn in the space and the information should be completed from responses from the couple to your questions. The details should be entered as described in paragraphs 4.2 to 23.

### *The heading*

- 4.2 Complete the name and designation of the person issuing the document, followed by the name of the parish and (the name of the district and the name of the non-metropolitan county, metropolitan district or London borough.

### *Space 1 – Date and place of marriage*

- 4.3 Enter the date of the marriage; the day and month should be written in words and the year in numbers e.g. First January 2010, followed by the place of marriage, e.g. St John's Parish Church, include the address if the name is similar to that of another building in the same district to avoid confusion

#### 4.4 *Space 2 - Date of Birth*

Enter the date of the births of both parties; the day and month should be written in numbers for the date, words for the month and the year in numbers e.g. 1st March 1985. It does not matter which party is recorded first in the left-hand column.

#### *Space 3 – Name and surname*

4.5 The surnames should be written in capital letters.

4.6 The names will usually be those entered on the banns form, but you should enter them in accordance with the information given by the parties.

4.7 Sometimes a person uses, and is known by, two names at the same time – in this instance both names should be entered using “otherwise”. If either of the couple have been known by another name, you should try to link both names using “formerly known as” providing that the party does not object. If the party does object, you should advise them that unless both names are entered, difficulties may arise in future years concerning the identity of the party. If the party still objects, you should enter the name and surname by which he/she is known.

4.8 Where one of the parties have changed their name by deed poll and it has been registered with the Central Office of the Supreme Court of Deeds at the Royal Courts of Justice, the assumed name and surname only should be entered followed by “(name changed by deed poll)”. If registered, the Deed Poll will contain three stamps. The first stamp will state ‘High court enrolment’ and a number; the second stamp will state ‘filed/enrolled’ and the third stamp will state the date’.

#### *Space 4 - Condition*

4.9 Confirm the condition of the couple and enter it using one of the following descriptions:

- Never previously married/formed a civil partnership = Single
- Married/formed a civil partnership before but:

	<b><i>Condition of party</i></b>	<b><i>(Word(s) to enter in space 4</i></b>
1.	Party has not previously been married or formed a civil partnership.	Single
2.	Party’s previous marriage terminated by death	“Widow” or “Widower” as the case may be
3.	Previous civil partnership was terminated by death	surviving civil partner
4.	The parties have previously been through a form of marriage with each other (other than a marriage known to have been null and void), neither party has since married, or formed a civil partnership with, a third party, and the purpose of performing the proposed marriage ceremony is the avoidance of doubt as to the validity of the previous ceremony	“Previously went through a form of marriage at ... on ...” (including in the appropriate places particulars of the place and date of the previous ceremony).
5.	Parties previous marriage ended by	“Previous marriage dissolved”

	divorce	
6.	Party's previous marriage was annulled on the ground that the marriage was voidable.	"Previous marriage annulled"
7.	Party's previous civil partnership was terminated by dissolution.	"Previous civil partnership dissolved"
8.	Party's previous civil partnership was annulled on the grounds that the civil partnership was voidable.	"Previous civil Partnership annulled"
9.	Marriage is void or found void by a decree of nullity of the Court.	use the condition which applied before the void marriage e.g. single
10.	Civil partnership is void and has been annulled by a final order of nullity by the court.	use the condition which applied before the void civil partnership e.g. single
11.	The parties have previously been through a form of marriage with each other (other than a marriage known to have been null and void), the marriage was terminated by divorce, and neither party has since married, or formed a civil partnership, with a third party.	"Previously married at ... on ... Marriage dissolved on ..." (including in the appropriate places particulars of the place and date of the previous marriage and the date of its dissolution).
12.	The parties have previously been through a form of marriage with each other (other than a marriage known to have been null and void) the marriage was annulled, and neither party has since married, or formed a civil partnership with, a third party.	"Previously married at ... on ... Marriage annulled on ..." (including in the appropriate places particulars of the place and date of the previous marriage and the date of its annulment).
13.	The parties have previously been through a form of civil partnership with each other (known to be void), the civil partnership was terminated by final order of dissolution, and neither party has other than a civil partnership since formed a civil partnership with, or married, a third party.	"Previously formed a civil partnership at ... on ... Civil partnership dissolved on ..." (including in the appropriate places particulars of the place and date of the previous civil partnership and the date of its dissolution).
14.	The parties have previously been through a form of civil partnership with each other (other than a civil partnership known to be void), the civil partnership was annulled, and neither party has since formed a civil partnership with, or married, a third party.	"Previously formed a civil partnership at ... on ... Civil partnership annulled on ..." (including in the appropriate places particulars of the place and date of the previous civil partnership and the date of its annulment).

There may be occasions where using the condition specified in rows 11, 12, 13 or 14 may disclose that one of the parties has changed gender. To avoid this where a full gender recognition certificate has been issued under the Gender Recognition Act 2004 to either or

each of the parties since the solemnization of their previous marriage or formation of their previous civil partnership do not use the relevant condition specified in rows 11, 12, 13 or 14, and instead record the condition of the parties as either “Previous marriage dissolved” or “Previous marriage annulled” or “Previous civil partnership dissolved” or “Previous civil partnership annulled” as the case may be. However, if one or both of the parties requests the word “single” instead then the condition of that party is to be recorded as “single”. If, and only if, the parties so request should a condition specified in rows 11, 12, 13 or 14 be used.

For further advice, please contact GRO.

#### *Space 5 - Occupation*

- 4.10 You need to record the occupations of both parties in as much detail as possible. You should not use “unemployed” and should try to establish a previous form of employment. You may record unpaid occupations such as “housewife” or “home duties”. For further examples of how to record a person’s occupation, please see Appendix E.

#### *Space 6 – residence at the time of marriage*

- 4.11 Enter the current full addresses of the couple. Please write a full address for both the bride and groom in each space, even if they live at the same address.

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

- 4.12 Each party has the option to have up to four parental options, which include, mother, father, parent and step-parent. The term step-parent is applicable when the parent is or has been married to the other parent. If the couple have chosen to have a step-parent’s details recorded, this should be qualified by adding step-parent after that parent’s name.

Each of the parties to the marriage may, if they wish, have up to four parent’s details recording. Alternatively, they may only wish to have their step-parents details recording instead of their natural parents, qualified by “step-parent”. The term “Step-parent”, in relation to a party to a marriage, means a step-parent who is or was married to, or the civil partner of, a parent of the party.

- 4.13 If any of the parents has died, you should note this after their name e.g. Jane SMITH (deceased).
- 4.16 Enter a full description of the occupation of each parent. If the parent has retired, note this under the job description e.g. car salesman (retired). You should enter this even if the parent has since died. Please do not use abbreviations.
- 4.17 If either of the couple does not wish to supply this information, you should put a line in the box. Because of the sensitivities surrounding the recording of parental names, you should establish with the couple, well before the marriage ceremony, which parental options that they would prefer.

As you will have prepared the marriage document in advance, you should keep in a secure place until the day of the marriage.

If any information on the marriage document has changed and it does not affect the identity or status of the parties to the marriage or disclose a legal impediment, then should correct the marriage document before the marriage is solemnized. You should cross through any inaccurate information so that it is still legible, and any correction or addition should be made

in registration ink and be initialled by you and the parties to the marriage. After the marriage has been solemnized the marriage document will be completed and signed.

#### *Space 8*

- 4.18 Record the title of the denomination under whose rites the marriage has taken place, e.g. the Church of England or Church in Wales, followed by the description of the authority on which marriage was solemnized. In the line commencing “by/after” this will be: - by common licence, by special licence (if the authority was a licence of the Archbishop of Canterbury), or after banns.

#### *Spaces 9 to 11 Signing the document*

- 4.19 The incumbent should then check all the details in the marriage document with the parties to ensure that they are correct. Any correction to the marriage document should be done before the marriage is solemnized. However, a minor typographical or transcription error, for example the mis-spelling of an occupation may be corrected at this stage. If the couple cannot read, it should be read to them. See the example at appendix J for further guidance.

The parties to the marriage must each sign in space 9 in the presence of each other, two witnesses and the member of the clergy who solemnised the marriage.

Immediately after the couple have signed the marriage document it must be signed in the presence of the parties and each other, by the witnesses at space 10 and the member of the clergy by whom the marriage was solemnized at space 11. The witness should print their name alongside their signature in space 10.

Where a person makes a mark or signs in a foreign language, you should write either:

- “the mark of.....”

or

- “the signature of.....”

next to the mark or signature and then input the forenames and surnames of that person.

- 4.20 They must add their name, signature and designation; e.g. ‘Rector’, ‘Vicar’, etc to space 11. When a marriage is solemnized by the incumbent or curate of a parish other than that in which the marriage takes place, he or she should describe himself or herself in the attestation as ‘Rector (Vicar, or Curate) of .....adding the name of his or her incumbency or parish.

#### **Bilingual completion of the marriage document in Wales**

- 4.21 If the couple ask for a bilingual completion of the marriage document and the marriage has taken place in Wales, if they can provide the necessary information in both English and Welsh and you can write and understand Welsh, you may complete the marriage document in both English and Welsh.
- 4.22 You will need to use a marriage document/schedule printed in both languages and insert the English details first with the Welsh underneath.

#### 4.23 Some useful translations include:

Single	Sengl
Widower	Gŵr gweddw
Widow	Gwraig weddw
Surviving civil partner	Partner sifil goroesol
Previous marriage dissolved	Priodas flaenrol wedi'i therfynu
Previous marriage annulled	Priodas flaenrol wedi'i dirymu
Previous civil partnership dissolved	Partneriaeth sifil flaenrol wedi'i therfynu
Previous civil partnership annulled	Partneriaeth sifil flaenrol wedi'i dirymu
Previously married at ... on ... Marriage dissolved on ...	Priodwyd o'r blaen yn ... ar y ...; terfynwyd y briodas ar y
Previously married at ... on ... Marriage annulled on ...	Priodwyd o'r blaen yn ... ar y ...; y briodas wedi'i dirymu ar y ...
Previously formed a civil partnership at ... on ...; Civil partnership dissolved on ...	Ffurfiwyd partneriaeth sifil o'r blaen yn ... ar y ...; terfynwyd y bartneriaeth sifil ar y ...
Previously formed a civil partnership at ... on ...; Civil partnership annulled on ...	Ffurfiwyd partneriaeth sifil o'r blaen yn ... ar y ...; y bartneriaeth sifil wedi'i dirymu ar y ...
Previously went through a form of marriage at..on..	Aethpwyd o'r blaen drwy ddefod priodas yn.....ar y.....
Deceased	Ymadawedig
Certificate	Tystysgrif
Adoptive parent	Rhiant trwy fabwysiad
Step-parent	Llys-riant

#### **Filled register books and searching and issuing certificates**

- 4.24 Unless it is in archival or diocesan custody, you will have in your safe a duplicate marriage register. However, following the implementation of the Civil Partnerships, Marriages and Deaths (Registration etc.) Act 2019 (the 2019 Act), this register may be used for the purposes of searching the entries but not for the issue of certificates. If you receive any queries about searching the register or the issue of a certificate then you should refer the person to the local register office, who will advise them further about searching the register in their custody and the issue of any certificates from it. Alternatively, for a copy of a certificate the applicant could be referred to the local register office or the GRO.
- 4.25 There may be occasions where a couple will have insufficient time to obtain a marriage certificate after their marriage. For example, they may be travelling abroad on their honeymoon very soon after the marriage ceremony. In these circumstances you may wish to complete and give them Acknowledgement Form at Appendix N. This is a non-statutory form, which confirms the details of the solemnisation of their marriage only. However, they must be warned that it is not a marriage certificate and that as soon as practicably possible, they should obtain a marriage certificate from their local register office
- 4.26 Once the marriage document has been signed it, the incumbent should arrange for the.



marriage document to be returned to the local register office to be registered on RON. The incumbent may wish to 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 for the marriage to be registered. Once this has been done, and not before, the couple or their representatives will be able to obtain a marriage certificate.

## **5 Corrections**

- 5.1 Since the introduction of the 2019 Act there is no provision for a member of the clergy to correct a marriage entry. All corrections are authorised by GRO and are carried out by either the local registration service or GRO. Applicants for corrections should be advised to complete the application form at Appendix O and send it to GRO with the relevant supporting evidence and as appropriate, a fee. However, in your pastoral role, you may if you wish, especially if the couple's first language is not English, or they have difficulties in understanding the requirements, apply on their behalf.
- 5.2 As part of the correction application process, the superintendent registrar may require a copy of the register page for the marriage solemnized at your building. The copy may be provided as a photocopy of the entry or a digital copy and may be transmitted digitally or by another method to the superintendent registrar.

## **6 Offences and Penalties**

- 6.1 Section 76A of the Marriage Act 1949 sets out certain provisions to impose penalties on persons refuse to attend their local register office regarding the non return the marriage document or the marriage schedule, see also paragraphs 7.4 and 7.5 below.

## **7 Reconciliation**

- 7.1 A system of reconciliation is required to ensure that all marriage documents and schedules are accounted for and are returned to the local register office to be registered on RON and a certificate issued to the couple.
- 7.2 Should the marriage not proceed because of cancellation or delay, then you should report the matter immediately to the local register office. Likewise, you should report any lost or destroyed marriage documents to the local register office. Registration Officers will have a number of online tools that will enable them to run reports that will aid engaging with members of the clergy to identify missing or late returned marriage documents.
- 7.3 For a marriage following civil preliminaries, the marriage schedule will be issued by the local register officer and will be sent direct to the member of the clergy or handed to the couple who will then present it to the clergy prior to the ceremony. After the ceremony you will arrange for the return of the schedule to the local register office for registration and the issue of a marriage certificate.
- 7.4 The incumbent is legally required to return the signed marriage schedule/document to their Local register office within 21 days. If the register office has not received the schedule/marriage document, they will write to you to request the return of the marriage schedule/document.

- 7.5 If the signed marriage schedule/document has still not been received within 8 days of the date of this letter, then the local registration service will send a further notice requiring you to attend in person at the register office within 8 days of the date of the notice. Failure to attend the register office without reasonable cause after being given a notice to do so is an offence and you may be liable to a fine not exceeding level 3 on the standard scale, which is currently £1000.

## **8 Baptism**

### **Certificate of Name Given in Baptism**

- 8.1 The Births and Deaths Registration Act 1953 allows for a baptismal certificate issued by the clergy, to be used for the purpose of having the baptismal name inserted in the birth registration when no forename was given to the child at registration or when the child was baptised in a forename differing from that entered in the register.
- 8.2 A form “Certificate of name given in baptism” needs to be completed by the officiating minister or person, who has custody of the baptismal register, and given to the appropriate superintendent registrar to enable the update to be made to the registration. A book of these forms can be obtained (free of charge) from GRO. A copy of the form is in Appendix P
- 8.3 The addition of the baptismal forename to a birth registration can only be made when the baptism has taken place up to 12 months after the birth registration. When a baptismal forename is recorded in the birth register, it will entirely supersede any forename which may have previously been given to the child.
- 8.4 The Baptismal Registers Measure 1961 relates to baptism according to the rites of the Church of England. It enables a short certificate of baptism to be issued from an entry in the registers of baptisms. The Measure also provides that in the case of a person who was legitimated since they were baptised, the entry in the baptismal register can be annotated to record the legitimation and to add the name of the father to that register where it has been omitted. The person applying for the baptismal register to be annotated in this way must produce to Clerk in Holy Orders who has custody of the baptismal register, a birth certificate showing that the birth has been re-registered as that of a legitimated person.

## **9 Burial**

### **Births and Deaths Registration Act 1926**

#### **Authorities for burial**

- 9.1 Under the provisions of the Births and Deaths Registration Act 1926, the body of a deceased person may not (subject to the exception mentioned in paragraph 9.5 below) be buried before a Certificate for Burial or Cremation (green form 9) is issued by a registrar of births and deaths or an order of the coroner has been delivered to the “person effecting the disposal”.
- 9.2 The “person effecting the disposal” is defined by either:

- Section 12 of the Births and Deaths Registration Act 1926, as the person who has custody of the register of burials in which the disposal is to be registered e.g. the parish incumbent.

or

- The Burial Laws Amendment Act 1880 or Section 4 of the Welsh Church (Burial Grounds) Act 1945 for a burial in the churchyard or graveyard of a parish or ecclesiastical district, as referring to the relative, friend or legal representative who is charged or is responsible for the burial of the deceased person.

### **Registrar's certificate and coroner's order**

9.3 Where the death occurred in England or Wales, either a coroner's order (an example of this order is at Appendix T) or a registrar's certificate must be produced before burial. The registrar's certificate is either a:

- certificate that the death has been registered; or
- a certificate that he or she has received notice of the death.

Both forms of certificate are incorporated in a single official form. An example of the registrar's certificate (part b) is at Appendix S.

### **Certificate that death is not required to be registered**

9.4 Where the body is that of a person whose death took place elsewhere than in England or Wales, a registrar's certificate or coroner's order is still necessary. If no coroner's order has been issued, the registrar's certificate will confirm that the death does not appear to be required by law to be registered in England or Wales. An example of this form is at Appendix S.

### **Certificate or order lost or mislaid**

9.5 If the incumbent is satisfied, by a written declaration in the prescribed form, that the required documentation has been issued and there is a satisfactory explanation why it cannot then be produced to him, he may allow the burial to proceed e.g. where the document has been inadvertently mislaid or left behind by the relatives, the burial need not be postponed to wait its production. The prescribed form of declaration is shown in Appendix U, (Section 1 (i) of the Act). Prints of this form are not officially provided, but any declaration made must be written in the precise terms as prescribed. (See paragraph 9.9 below).

**This is the only exception to the rule that a registrar's certificate or coroner's order must be produced before the burial is allowed to take place.**

### **Notification of disposal to registrar**

9.6 Under the Act, it is the duty of the "person effecting the disposal" to deliver to the registrar of births and deaths for the sub-district in which the death took place, within 96 hours of the burial, a notification in the prescribed manner as to the date, place and means of disposal of the body. The registrar's certificate or coroner's order which is produced to authorise the burial contains a detachable portion for the purpose of this notification. The Regulations made by the Registrar General prescribes that this detachable portion is used for notifying the disposal of the body of the deceased person to whom the certificate or order relates. Therefore, the detachable portion of a registrar's certificate or coroner's order may not be used to notify the disposal of the body of any other person.

- 9.7 Where an incumbent has proceeded with the burial before receiving the registrar's certificate or coroner's order but has been satisfied that one of these documents was in fact issued, they should, wherever possible, obtain the document and use the detachable portion of it for notifying the registrar of the disposal. If, however, the document cannot be produced, the incumbent must carry out the duty to notify the disposal by sending to the registrar a written statement of the date, place and means of disposal. This statement must be in the form shown under the heading 'Part C' in Appendix R.

### **Still-births**

- 9.8 Still-births are required to be registered by the registrar of births and deaths; and the authority which must be delivered to 'a person who has control over or who ordinarily buries bodies in any burial ground', before he buries a still-born child or permits it to be buried, will be either:
- a coroner's order for burial or
  - a certificate by the registrar that they have
    - a) registered the still-birth or
    - b) received written notice of the still-birth.

A registrar's certificate will be issued on an official form and described as either;

- a 'Certificate for Burial or Cremation (Still-Birth)' for use after registration, or
- a 'Certificate for Burial (Still-Birth)' for use before registration.

However, both forms of certificate are incorporated in a single official form. An example of this form is at Appendix Q.

It is not necessary for the burial of the body of a still-born child to be notified to the registrar, and therefore the forms of registrar's certificate do not contain a detachable portion.

- 9.9 The provision mentioned in paragraph 9.5 above, allowing burial to take place upon a written declaration in the absence of a registrar's certificate or coroner's order, does not apply to the burial of the body of a still-born child.
- 9.10 Ministers are advised to see that their clerks or sextons clearly understand the provisions set out above.

### **Births and Deaths Registration Act 1874**

- 9.11 Section 18 of the Births and Deaths Registration Act 1874, provides that:

*'A person shall not wilfully bury or procure to be buried the body of any deceased child as if it were still-born. A person who has control over or ordinarily buries bodies in any burial ground shall not permit to be buried in such burial ground the body of any deceased child as if it were still-born. Any person who acts in contravention of this Section shall be liable to a penalty not exceeding ten pounds'.*

### **Notice required for burial of two or more bodies in one coffin**

- 9.12 Section 19 of the Act of 1874 contains the following enactment to meet cases in which more than one body is buried in a coffin:

*'Where there is in the coffin in which any deceased person is brought for burial the body of any other deceased person, or the body of any still-born child, the undertaker or other person who has charge of the funeral shall deliver to the person who buries or performs any funeral or religious service for the burial of such body or bodies notice in writing signed by such undertaker or other person and stating to the best of his knowledge and belief with respect to each such body the following particulars:*

*(a) If the body is the body of a deceased person - the name, sex and place of abode of the said deceased person;*

*(b) If the body has been found exposed, and the name and place of abode are unknown - the fact of the body having been so found and of the said particulars being unknown; and*

*(c) If the body is that of a deceased child without a name, or a still-born child - the name and place of abode of the father, or, if it is illegitimate, of the mother of such child.*

*Every person who fails to comply with this section shall be liable to a financial penalty'.*

- 9.13 The undertaker's notice must be in writing; and it should be clearly understood that, whenever two or more bodies are in one coffin, the notice required under Section 19 must be given in addition to (not instead of) the certificates or orders required under the Births and Deaths Registration Act 1926, to be delivered to the person effecting the disposal.

## **Burial Laws Amendment Act 1880**

### **Notice of intended burial**

- 9.14 Section I of the Burial Laws Amendment Act 1880, provides that any relative, friend or legal representative having the charge of, or being responsible for the burial of a deceased person which it is desired, shall take place under the provisions of that Act in a churchyard or graveyard of a parish or ecclesiastical district, shall give 48 hours' notice in writing of such intended burial to the rector, vicar or other incumbent, or, in his or her absence to the officiating minister in charge of the parish or ecclesiastical district or place, or to any person appointed by him or her to receive such notice.

### **Certificate of burial**

- 9.15 Section 10 of the Act provides that when any burial has taken place under the Act in the churchyard or graveyard of a parish or ecclesiastical district, the person having the charge of or being responsible for the burial shall, on the same day or the day immediately following, send a certificate of burial, in the prescribed form or to the same effect, to the rector, vicar, incumbent or other officiating minister in charge of the parish or district in which the churchyard or graveyard is situated or to which it belongs. See Appendix R.
- 9.16 The notice required to be given under Section 10 of the Burial Laws Amendment Act 1880, is independent of, and in addition to, the notification required to be given under Section 3 of the Births and Deaths Registration Act 1926 to the registrar of births and deaths for the sub-district in which the death took place.

## Appendices

### Appendix A - Useful contact details

GRO	General Register Office Smedley Hydro, Trafalgar Road Southport Merseyside PR8 2HH Tel : 0300 123 1837 Email : <a href="mailto:grofirstpointofcontact@gr.gov.uk">grofirstpointofcontact@gr.gov.uk</a>
-----	---

---

GRO, Data Unit	Tel: 0300 072 2321 Email: <a href="mailto:gro.fdu@gro.gov.uk">gro.fdu@gro.gov.uk</a>
----------------	---

---

GRO, Registration Supplies Unit	Tel: 0151 471 4259/4736 Email: <a href="mailto:registration.supplies@gro.gov.uk">registration.supplies@gro.gov.uk</a>
---------------------------------	--

---

Ecclesiastical Stationery Supplies	28 Windmill Rise, Hundon, Suffolk CO10 8EQ Tel: 01440 784596 Website: <a href="http://www.registrarsink.co.uk">http://www.registrarsink.co.uk</a>
------------------------------------	---

---

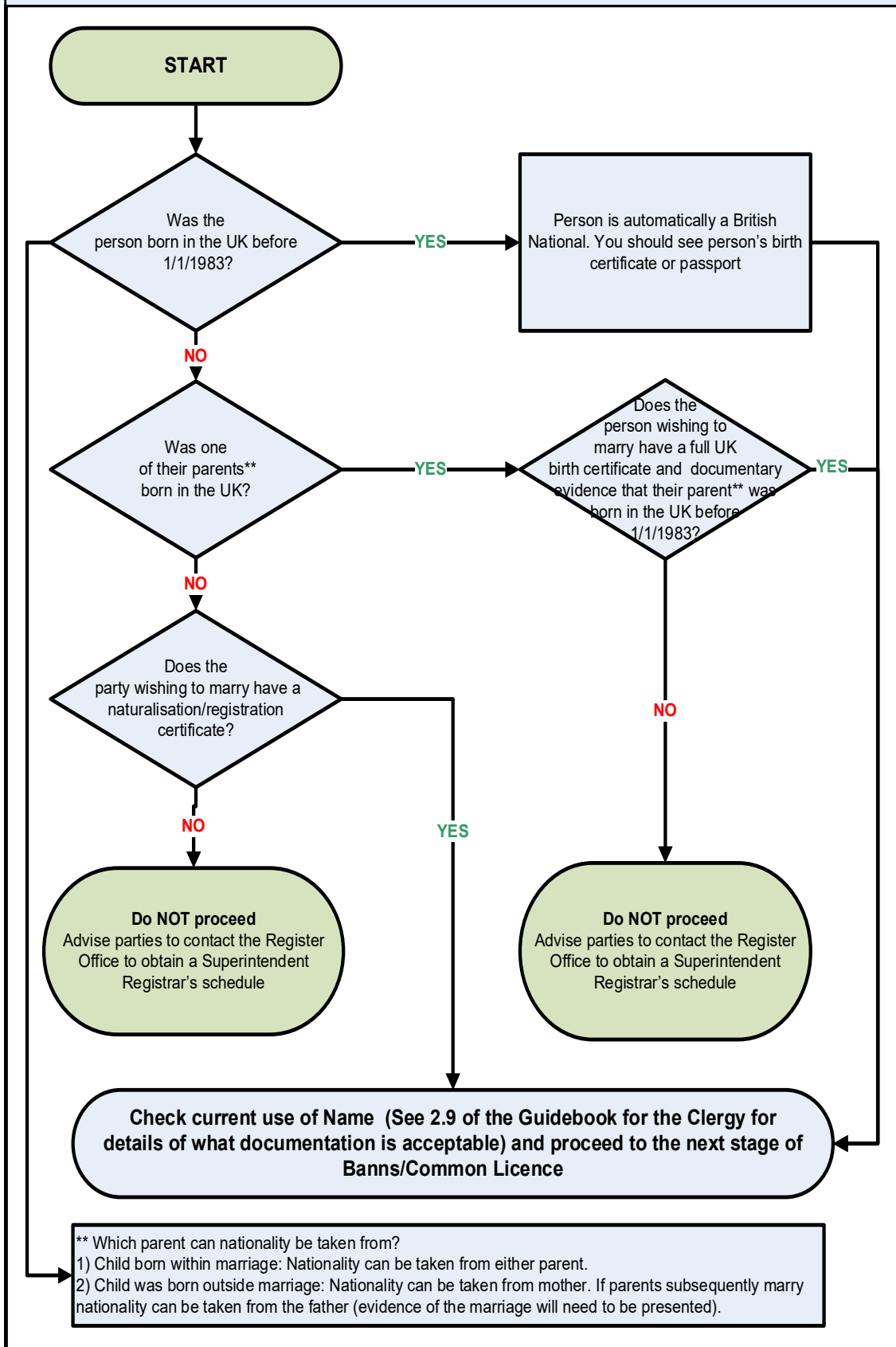
Forced Marriage Unit, Foreign, Commonwealth & Development Office	Tel: 0207 008 0151 <a href="https://www.gov.uk/guidance/forced-marriage">https://www.gov.uk/guidance/forced-marriage</a>
---	---

---

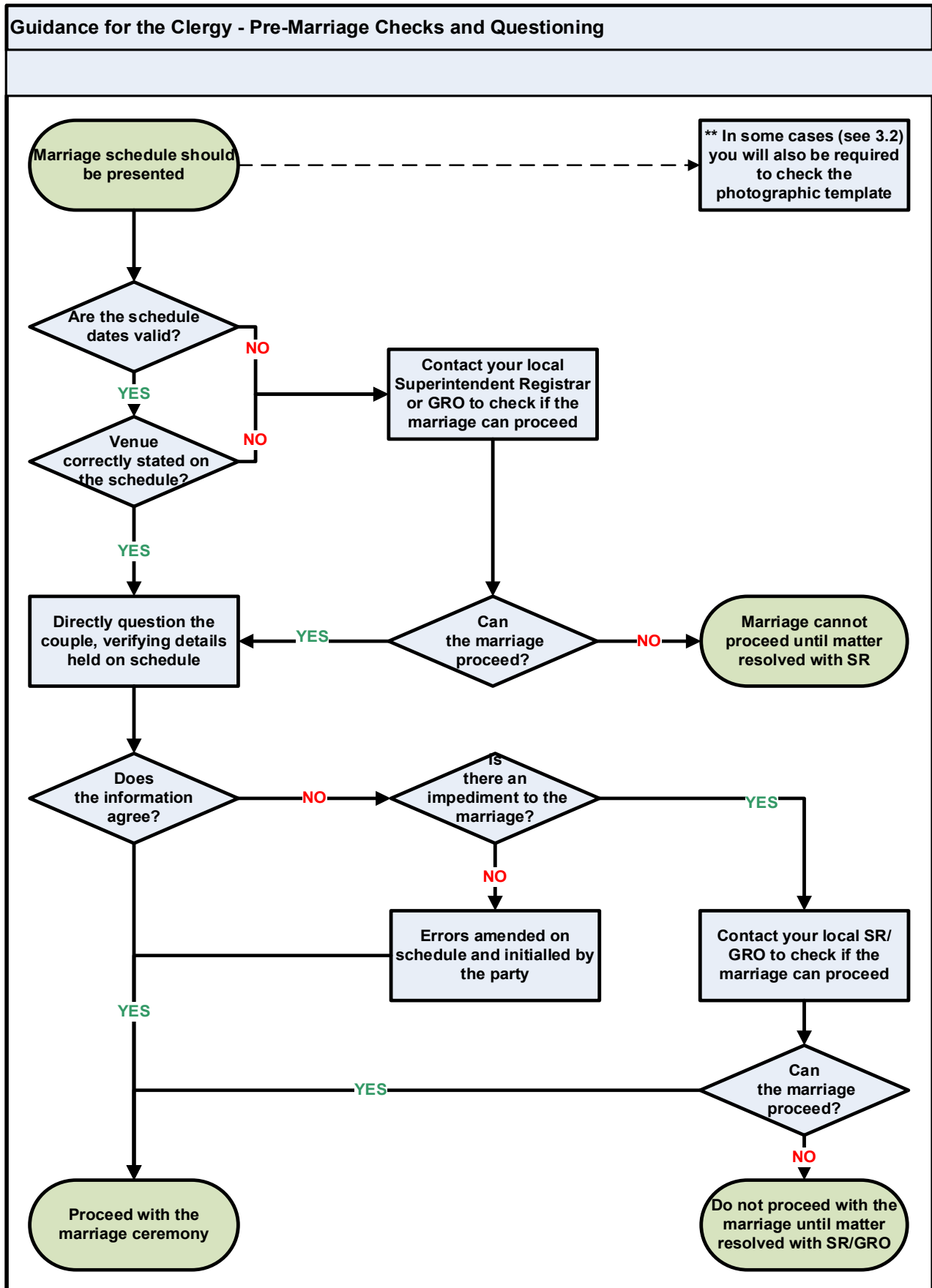
## Appendix B - How to establish British Nationality

### Guidance for the Clergy –

### How to establish British Nationality for those who DO NOT have a current British Passport



## Appendix C – Pre-marriage checks following civil preliminaries





## **Appendix D - Naval, Military and Air Force Chapels**

Part V (sections 68 to 71) of the Marriage Act 1949 enables the bishop of the diocese in which a naval, military or air force chapel is situated, to authorise the publication of the banns of marriage and the solemnization of marriages in the chapel according to the rites of the Church of England or the Church in Wales.

However, before this can take place, the Secretary of State for Defence (or any person authorised by him) has to have:

- licensed the building,
- appointed one or more members of the clergy to solemnise marriages according to the rites of the Church of England in each licensed chapel, and advised GRO of the above actions.

Marriages which are solemnized in a chapel licensed in accordance with these provisions must:

- only be in the presence of an appointed minister,
- have at least one of the parties to the marriage be a “qualified person” when banns are first published or notice of marriage (civil preliminaries) are given.

A 'qualified person' is someone who:

- is a man or woman serving in any of the regular armed forces of the crown; or
- has served in any force included above, otherwise than with a commission granted or under an engagement entered into only for the purpose of war or other national emergency; or
- is a member of a reserve of officers, a reserve force, the Territorial and Volunteer Reserve Army or the Royal Auxiliary Air Force, called out on actual or permanent service, or embodied; or
- is a son or daughter, including an adopted son or daughter, stepson or stepdaughter of a person qualified under any of the foregoing paragraphs.
- is a member of the forces of one of the following countries stationed in England and Wales, or the daughter of a member of any such force?

Australia	Guyana	Norway
Bangladesh	India	Portugal
Barbados	Italy	Sierra Leone
Belgium	Jamaica	Singapore
Botswana	Kenya	Sri Lanka
Canada	Lesotho	
Cyprus	Luxembourg	Tanzania
Denmark	Malawi	Tonga
Fiji	Malaysia	Trinidad and Tobago
France	Malta	Turkey
Gambia (The)	Mauritius	Uganda
Germany	Netherlands	United States of America
Ghana	New Zealand	Zambia
Greece	Nigeria	Zimbabwe

- or a military member (or his daughter) of any of the following headquarters and defence organisations; or a civilian member (or his daughter) of any of those headquarters or organisations, who is not a citizen of the United Kingdom and Colonies;

The Supreme Headquarters Allied Powers Europe (SHAPE)

The Headquarters of the Supreme Allied Commander Atlantic (SACLANT)

The Headquarters of the Allied Commander in Chief Channel (CINCHAN)

The Headquarters of the Commander of the Allied Maritime Air Force, Channel Committee (COMMAIRCHAN)

The Headquarters of the Commander in Chief of the Eastern Atlantic Area (CINCEASTLANT)

The Headquarters of the Commander of the Maritime Air Eastern Atlantic Area (COMMAIREASTLANT)

### **Appendix E - Description of Occupation**

The following are examples of the description of occupation that, subject to the wishes of the parties, should be used when recording a rank or profession

The kind of industry/business and any professional qualification should be added.

Agent	Letting Agent, Estate Agent, Booking Agent, Literary Agent
Civil Servant	Official rank to be stated, followed by the name of the Department in which employed e.g. Administrative Officer, Ministry of Defence
Clerk	Audit clerk, Shipping Clerk, Purchasing Clerk, Advertising clerk
Designer	Garden Designer, Costume Designer, Set Designer, Graphic Designer
Director	Film Director, Company Director, Marketing Director, Funeral Director
Driver	Fork Lift Truck Driver, Coach Driver, Driver – Hot Food Delivery, Taxi Driver
Engineer	Civil Engineer, Electrical Engineer, Computer Engineer.
Fitter	Tyre/Exhaust Fitter, Electrical Fitter, Carpet Fitter, Machine Tool Fitter
Labourer	Agricultural Labourer, Building Labourer, General Labourer
Manager	Retail Shop Manager, Sales Manager, Project Manager, Bank Manager
Officer	Finance Officer, Clerical Officer, Prison Officer, Welfare Officer
Technician	Technical Assistant A.M.I. Mech.E, Department of Trade and Industry.

**Appendix F - Marriage document (to be used for ecclesiastical preliminaries only)**

**MARRIAGE DOCUMENT**

Marriage document issued by.....(name).....(designation) in the parish of.....in the .....		
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 * Banns 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)	

--

**Appendix G - Religious Marriage Schedule to be used after civil preliminaries**

Date / Time

# MARRIAGE SCHEDULE

System No.

Marriage schedule issued by ..... (designation) in the registration district of ..... in the ..... (administrative area) on .....  
 The issue of this schedule has not been forbidden by any person authorised to forbid the issue thereof.  
 The waiting period in respect of both notices of marriage has expired, or has been reduced on the authority of the Registrar General. The marriage must be solemnized on or before .....

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 ~~usage of~~ \*  
 in the parish of\* ..... by schedule by me ..... (signature)  
 ..... (name) ..... (designation)

\*delete as appropriate

9. Signature of parties married		
10. Name and signature of witnesses		
11. Signature of person authorised to sign the schedule	..... (signature) ..... (name) ..... (designation)	

Appendix H - Marriage schedule completed with, “three parent’s names for the groom, including step- parent

# MARRIAGE DOCUMENT

Marriage document issued by Montague Curtis (name) Vicar (designation) in the parish of Christ Church, Southport in the Metropolitan Borough of Sefton		
1. Date and place of marriage	Seventeenth April 2021 in the Parish Church of Christ Church, 124 Lord Street, Southport	
2. Name and surname	Henry HARKER	Patricia DAWSON
3. Date of birth	1 <sup>st</sup> January 1973	2 <sup>nd</sup> February 1980
4. Condition	Single	Widow
5. Occupation	Bank Clerk	
6. Residence at time of marriage	6 Epsom Road, Croydon, CRO 4NB	73 Lord Street, Southport, PR9 0PQ
7. Mother/Father/Parent name surname and occupation	Charles HAWKER (deceased) Timber Merchant Marjorie BROWN (deceased) Housewife John BROWN (step-father)(deceased) Taxi Driver	James MARTIN Solicitor Sandra MARTIN Solicitor
8. Marriage solemnized according to the rites and ceremonies of the ..... by / after * ..... by me. * delete as appropriate		
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)	

**Appendix I - showing the same document after signing by the parties, witnesses and the member of the clergy**

**MARRIAGE DOCUMENT**

Marriage document issued by Montague Curtis (name) Vicar (designation) in the parish of Christ Church, Southport in the Metropolitan Borough of Sefton		
1. Date and place of marriage	Seventeenth April 2021 in the Parish Church of Christ Church, 124 Lord Street, Southport	
2. Name and surname	Henry HARKER	Patricia DAWSON
3. Date of birth	1 <sup>st</sup> January 1973	2 <sup>nd</sup> February 1980
4. Condition	Single	Widow
5. Occupation	Bank Clerk	
6. Residence at time of marriage	6 Epsom Road, Croydon, CRO 4NB	73 Lord Street, Southport, PR9 0PQ
7. Mother/Father/Parent name surname and occupation	Charles HAWKER (deceased) Timber Merchant Marjorie BROWN (deceased) Housewife John BROWN (step-father)(deceased) Taxi Driver	James MARTIN Solicitor Sandra MARTIN Solicitor
8. Marriage solemnized according to the rites and ceremonies of the ..... by / after * Banns by me. * delete as appropriate		
9. Signature of parties married	<i>H Harker</i>	<i>P Dawson</i>
10. Name and signature of witnesses	William Frank Thompson <i>W F Thompson</i> Robert Martin <i>R Martin</i>	
11. Signature of the member of the clergy by whom the marriage was solemnized	<i>M Curtis</i> ..... (signature) Montague Curtis ..... Vicar ..... (name) ..... (designation)	

**Appendix J - Marriage document showing initialled amendments made at the ceremony by the incumbent and the parties that will be carried through to the registration**

# MARRIAGE DOCUMENT

Marriage document issued by Edward Lightfoot (name) Vicar (designation) in the parish of Sevenoaks, in the County of Kent		
1. Date and place of marriage	Second April 2021 in the Parish Church of St Nicholas, Rectory Lane, Sevenoaks	
2. Name and surname	William HAMLEY	Mary <del>KENNAIRD</del> KENNARD EL MK
3. Date of birth	10 <sup>th</sup> February 1979	9 <sup>th</sup> February 1977
4. Condition	Previous marriage annulled	Single
5. Occupation	Maltster	
6. Residence at time of marriage	24 High Street, Sevenoaks TN13 7PQ	17 Market Street, Maidstone ME14 6HA
7. Mother/Father/Parent name surname and occupation	George HAMLEY Brewer Linda <del>BRAMLEY</del> Nurse (SRN) HAMLEY EL WH	Henry <del>KENNAIRD</del> KENNARD EL WK Captain Royal Navy (retired) Jane <del>KENNAIRD</del> KENNARD EL WK Primary School Teacher
8. Marriage solemnized according to the rites and ceremonies of the ..... by / after * Banns by me. * delete as appropriate		
9. Signature of parties married	W Hamley	M Kennard
10. Name and signature of witnesses	James Hamley J Hamley Helen Kennard H Kennard Joyce Kennard J Kennard	
11. Signature of the member of the clergy by whom the marriage was solemnized	E Lightfoot Edward Lightfoot (name) Vicar (signature) (name) (designation)	

Appendix K - Marriage entry created from the previous marriage document showing the correct details.



MARRIAGE		Entry No.25
Marriage solemnized by / after *Special Licence at the St Nicholas Parish Church in the Parish of Sevenoaks, in the County of Kent. according to the rites and ceremonies of the Church of England*delete as appropriate		
1. Date of marriage	Second April 2020	
2. Name and surname	William HAMLEY	Mary KENNARD
3. Date of birth	10 <sup>th</sup> February 1979	9 <sup>th</sup> November 1977
4. Condition	Previous marriage annulled	Single
5. Occupation	Maltster	
6. Residence at time of marriage	24 High Street, Sevenoaks, TN13 7PQ	17 Market Street, Maidstone, ME14 6HA
7. Mother/Father/Parent name surname and occupation	George HAMLEY Brewer Linda HAMLEY Nurse (SRN)	Henry KENNARD Captain, Royal Navy, (retired) Jane KENNARD Primary School Teacher
8. Signature of the parties married	W Hamley	M Kennard
9. Name and surname of witnesses	James HAMLEY, J Hamley; Helen KENNARD, H Kennard; Joyce KENNARD, J Kennard	
10. Signature of the member of the clergy by whom the marriage was solemnized	Edward Lightfoot, Vicar	

**Appendix L - A marriage document completed manually by the clergyman, Edward Cargill, then signed by him, the parties and the witnesses**

# MARRIAGE DOCUMENT

Marriage document issued by <i>Edward Cargill</i> (name) <i>Vicar</i> (designation) in the parish of <i>St Luke, Chelsea</i> , in the <i>Royal Borough of Kensington and Chelsea</i>		
1. Date and place of marriage	<i>Fifth January 2021 in the Parish Church of St Luke's Chelsea, Sydney Street SW3</i>	
2. Name and surname	<i>Francis George DEBENHAM</i>	<i>Maud Ellen LATIMER</i>
3. Date of birth	<i>10<sup>th</sup> August 1975</i>	<i>15<sup>th</sup> September 1977</i>
4. Condition	<i>Single</i>	<i>Widow</i>
5. Occupation	<i>Earl of Barford</i>	<i>Duranger Marchioness of Chafort</i>
6. Residence at time of marriage	<i>Grisely Manor, Suffolk</i>	<i>14 Belmont Place, London SW</i>
7. Mother/Father/Parent name surname and occupation	<i>Frank William DEBENHAM (deceased) Earl of Barford Grace DEBENHAM (deceased) Lady Barford</i>	<i>Hugh Geoffrey COLEMAN Baronet Margaret COLEMAN (deceased)</i>
8. Marriage solemnized according to the rites and ceremonies of the Church of England by / <del>with</del> <i>License</i> by me. *delete as appropriate		
9. Signature of parties married	<i>F G Debenham</i>	<i>M E Latimer</i>
10. Name and signature of witnesses	<i>Henry Coleman H Coleman Emily Matilda Debenham E M Debenham Louisa Brooks L Brooks</i>	
11. Signature of the member of the clergy by whom the marriage was solemnized	<i>E Cargill</i> ..... (signature) <i>Edward Cargill</i> ..... <i>Vicar</i> ..... (name) ..... (designation)	

## APPENDIX M Bilingual Marriage Document, showing 6 witnesses and 4 parental options for the bride.

### MARRIAGE DOCUMENT DOGFEN PRIODAS

Marriage document issued by <i>Roger Jenkins</i> (name) <i>Vicar</i> (designation) Dogfen priodas a gyflwynwyd gan <i>Roger Jenkins</i> (enw) <i>Ficer</i> (teitl) in the parish of Carmarthen in the County of Carmarthenshire ym mhlwyf Caerfyrddin yn Sir Gaerfyrddin		
1. Date and place of marriage Dyddiad a man y briodas	Tenth February 2021, Holy Trinity Parish Church Degfed Chwefror 2021 Eglwys Plwyf y Drindod Sanctaidd	
2. Name and surname Enw a chyfenw	Arfon WILLIAMS (name changed by Deed Poll) (Newidwyd drwy weithred newid enw)	Ann PARRY formerly known as a elwid gynt yn Annie May PARRY
3. Date of birth Dyddiad geni	16th June 1980 16eg Mehefin 1980	11th October 1980 11eg Hydref 1980
4. Condition Cyflwr	Previous marriage annulled Priodas Flaenorol wed i'i dirymu	Widow Gwraig weddw
5. Occupation Gwaith	Librarian Llyfrgellydd	Area Manager Rheolwr Ardal
6. Residence at time of marriage Preswyf/a adeg priodi	10 Bridge Street, Carmarthen SA31 9XX 10 Stryd y Bont Caerfyrddin SA31 9XX	14 River Street, Carmarthen SA31 8XY 14 Stryd yr Afon Caerfyrddin SA31 8XY
7. Mother/Father/Parent name surname and occupation Enw cyfenw a gwaith y Fam/Tad/Rhiant	John LLOYD (deceased) (ymadawedig) Carpenter Saed Coed John BROWN (step-parent) (llys-riant) Joiner Sae'r Mavis LLOYD Teacher Athro	David ROBERTS (step-parent) (llys-riant) Electrician (retired) Trydanwr (wedi Ymddeol) Jean ROBERTS (step-parent) (llys-riant) Secretary Ysgrifennydd Michael GRIFFITHS Civil Servant Gwas sifil Susan GRIFFITHS Home Duties Dyletswyddau Cartref
Eglwys 8. Marriage solemnized according to the rites and ceremonies of the Church in Wales Priodas a weinyddwyd yn unol â defodau a seremonïau Eglwys yng Nghymru by / ar ôl * Common Licence by me. * delete as appropriate trwy / ar ôl * Trwydded Gyffredin gennyf fi. * dileer fel bo'n briodol		
9. Signature of parties married Llofnod y rhai a briodwyd	<i>A Williams</i>	<i>A Parry</i>
10. Name and signature of witnesses Enw a llofnod y tystion	<i>John Smith J Smith, Mary Smith M Smith, Diane Brown D Brown,  Dennis Brown D Brown, Stephen William S  Williams, Gareth Edwards G Edwards</i>	

## **APPENDIX N FORM OF ACKNOWLEDGEMENT**

This is to confirm that a marriage between \_\_\_\_\_  
\_\_\_\_\_ and  
\_\_\_\_\_

was solemnized on \_\_\_\_\_  
at \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
Designation \_\_\_\_\_


The register office will be informed that the marriage has  
taken place. Once registered, a certificate can be  
obtained from:  
\_\_\_\_\_  
\_\_\_\_\_

A fee is charged for the certificate.

Details of register offices can be found on Gov.UK  
<https://www.gov.uk/register-offices>  
\_\_\_\_\_

---

## APPENDIX O- APPLICATION FORM FOR A CORRECTION AND SUPPORTING GUIDANCE NOTES



**HM Passport  
Office**

**General Register Office**

Application form to correct the details of a Marriage / Civil Partnership Registration  
Before completing this form please read:  
'How to apply for a correction to a marriage / civil partnership registration'  
This can be obtained from any register office or at [www.gov.uk](http://www.gov.uk)

A fee of £90 is payable to the register office where the marriage / civil partnership took place for an application to correct a marriage / civil partnership registration  
This is a consideration fee, as such, is non-refundable. The fee must be paid at the point of application.

The General Register Office recommends that you check with the place of marriage / civil partnership or in the case of a civil ceremony, the register office where the marriage / civil partnership took place, to confirm that the error exists in the marriage / civil partnership register held there.

We will only accept an application from the parties to the marriage / civil partnership. If neither party is alive we are unable to correct the entry in the register.

**1.0 Details of the parties :**

**1.1 Your details:**

Title

Forenames

Surname

Current address

Contact tel. no.

Email

We may need to contact you, how would you prefer to be contacted? Please tick one.

E-mail ☐ Telephone ☐ Post ☐

MC2 June 2020 v2.0-1 1

**1.2 Other party's details:**

Title

Forenames

Surname

Current address (if different from above)

Contact tel. no.

Email

Details not known ☐

**2.0 Marriage / Civil Partnership details**

We will need to see a copy of your marriage / civil partnership certificate to check that the error occurs in the marriage / civil partnership register(s) and is not simply a copying error. Please tick the box to indicate a copy enclosed. Yes ☐

**3.0 Details of the error(s) and the correction(s) to be made to your marriage / civil partnership registration.**

Please clearly explain in the boxes below what is wrong and what the correct details are:

**3.1 Error as it is shown on the certificate** **3.2 The correct details to be shown**

**3.3 Please confirm that you have checked your certificate and that all errors have been identified and noted above.** Yes ☐

MC2 June 2020 v2.0-1 2

**4.0 Before the correction can be authorised you will need to provide evidence that an error has been made.**

These documents should be valid or dated within the 3 months prior to the date of the marriage / civil partnership.

It is not possible to list every example of acceptable evidence, but it should be an official document which shows the correct information. Examples will include:

passport	bank/building society statement
identity card	utility bill
photocard driving licence	credit card statement
letter from a government department	letter from a hospital/doctor

Please do not send original documents: photocopies which have been certified by a professional or reputable person as a true copy of the original will be accepted. We cannot accept photographs of original documents. A list giving examples of suitable persons can be found at: <https://www.gov.uk/countersigning-passport-applications>

If you are taking the application to a Register Office and paying in person then the Register Office should be able to certify your documents as a true copy of the original which means you can retain your original documentation.

**4.1 Please tick the box to confirm that evidence to support the correction is enclosed** Yes ☐

If you cannot send any evidence of an error having occurred, then normally a correction will not be possible. Further advice can be obtained by calling **0300 123 1837**

**5.0 Declaration - to be completed by both parties to the marriage / civil partnership (if applicable)**

I confirm that I am happy for the correction to be made and I understand that it will take the form of a note in the margin of the marriage / civil partnership register.

I acknowledge that the fee paid is for the consideration of my application and that, should sufficient evidence not be available, the correction will not be authorised.

Party 1 Signature:  Party 2 Signature:

Date:  Date:

MC2 June 2020 v2.0-1 3

**5.1 If you are the only applicant, please give the reason for this below:**

**6.0 Checklist for Superintendent Registrar**

6.1 Application form fully completed Yes ☐

6.2 Marriage / civil partnership certificate enclosed Yes ☐

6.3 Civil marriage / civil partnership entry or duplicate religious marriage entry enclosed Yes ☐

6.4 Evidence enclosed Yes ☐

6.5 Fee paid Yes ☐

Print Name:  Signature:

Register Office:  Contact No:

Date:

Please take or send your application form and documentary evidence to the register office for the area where the marriage / civil partnership was registered. You can ring GRO on 0300 123 1837 who can also confirm where your application needs to be sent.

The local register office will be able to advise you on which fee will apply for consideration of the correction.

MC2 June 2020 v2.0-1 4

For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies

Fair Processing Notice

By completing this form you agree to the General Register Office contacting you in relation to your application as well as to ask if you are satisfied with our services.

The General Register Office is part of Her Majesty's Passport Office.

MC2 June 2020 v2.0-1 5

## Appendix O (continued) How to apply for a correction to a marriage registration

### How to apply for a correction to a marriage/civil partnership registration

#### 1. General Information

A fee of £90 is payable for an application to correct a marriage/civil partnership registration. This is a consideration fee, as such, is non-refundable. The fee must be paid at the point of application.

A correction can only be made when the information recorded in the marriage/ civil partnership registration or conversion register is wrong. The registration cannot be corrected to show new information if circumstances have changed since the registration was made.

To establish if the error is in the original entry and not just on the certificate, you will need to contact either:

- the register office in the area where your marriage/civil partnership took place, or
- the vicar, authorised person, marriage secretary or registering officer who registered your religious marriage, or
- the register office where your civil partnership was converted to a marriage

#### 2. How do I apply for a correction?

You can download an application form from [www.gov.uk/correct-marriage-registration/how-to-apply](http://www.gov.uk/correct-marriage-registration/how-to-apply) , you should then contact the register office in the area where your marriage/civil partnership took place to check how the fee will be taken and how your application will be processed.

#### 3. Who can apply for a correction?

Either party to the marriage/civil partnership can apply, however both parties must be aware that the correction is being made. If both parties are no longer alive, we will not be able to correct the registration.

#### 4. What does a correction look like?

The original information will always be shown as it was first given at the time of the registration, but a note will be written in the margin of the registration explaining what the correct information should be and the date on which the correction was made. All certificates issued afterwards will include this note.

#### 5. Do I need to prove that the information contained in the marriage/civil partnership certificate is wrong?

You will need to show that the information originally given at the time of marriage/civil partnership was wrong. You should provide a copy of the marriage/civil partnership certificate and produce

1

document(s) which show the correct information. These documents should be valid or dated within the 3 months prior to the date of the marriage/civil partnership. Please see the application form for a list of suitable documents.

If you cannot provide any evidence of an error having occurred, then normally a correction will not be possible. Further advice can be obtained by calling **0300 123 1837**

#### 6. Do I need to send in original documents?

If sending the application by post and paying for the service over the phone, please do not send original documents with your application form. You should only send in photocopies of documents which have been certified by a professional or reputable person as true copies of the originals. A list giving examples of suitable persons can be found at:

<https://www.gov.uk/countersigning-passport-applications>

Acceptable certifiers are listed under the heading 'Occupations'.

The person certifying the photocopies must not be related by birth or marriage/civil partnership to the applicant(s), be in a personal relationship with them or live at the same address. The certifier should:

- include the words - "Certified to be a true copy of the original seen by me"
- sign the photocopy
- print their name
- confirm their occupation
- add their address and telephone number

If you are taking the application to a Register Office and paying in person then the Register Office should be able to certify your documents as a true copy of the original which means you can retain your original documentation.

GRO reserves the right to ask you to submit the original document if needed.

GRO and the local registration service will confidentially destroy all certified copies submitted unless specifically asked to return them.

#### 7. Do I have to be there when the registration is corrected?

No, you will be informed by local register office when entry has been corrected.

#### 8. How long will it take for my marriage/civil partnership registration to be corrected?

If there are no problems with your application, you can expect the paperwork authorising the correction to be sent out within **25 working days** of receipt of your documentation by GRO. If GRO needs more information or if you need to submit more paperwork, each further reply may take up to **25 working days** to review.

However, you should be aware that, in exceptional circumstances, it may not always be possible to meet these targets.

2

#### 9. Where can I find out more?

You can contact either the religious building or the register office where the marriage/civil partnership took place. They will be happy to explain what you need to do.

Alternatively, you can telephone GRO, who will advise you on your individual circumstances and how to apply for a correction.

Our contact details are:

Address: GRO Casework Team, PO Box 476, Southport, PR8 2WJ

Phone: 0300 123 1837

E-mail: [GROcasework@gro.gov.uk](mailto:GROcasework@gro.gov.uk)

Internet: Go to [www.gov.uk/correct-marriage-registration](http://www.gov.uk/correct-marriage-registration) to find the forms to download

The information contained in this leaflet is based on the **Marriage Act 1949, the Marriage (Same Sex Couples) Act 2013 and the Civil Partnership Act 2004** but is not a full statement of the law.

"For the purpose of this form "marriage" refers to a marriage which has been entered in a marriage register in accordance with the Marriage Act 1949 or entered in a conversion register in accordance with the Marriage of Same Sex Couples (Conversion of Civil Partnership) Regulations 2014.

*For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies*

*The General Register Office is part of Her Majesty's Passport Office.*

## **Appendix P - Certificate of Name Given in Baptism**

*This form to be used only for insertion of Baptismal name in a birth register  
(NOT - in the case of an adopted child - for insertion in the Adopted Children Register)*

### **BIRTHS AND DEATHS REGISTRATION ACT 1953**

(Form prescribed by the Registration of Births and Deaths Regulations 1987)

## **CERTIFICATE OF NAME GIVEN IN BAPTISM # within 12 months after registration of birth**

I.....of.....  
do hereby certify that (according to the register of Baptisms for.....  
now in my custody)\* the <sup>male</sup> ~~female~~ † child stated to have been born on the.....day of.....  
to.....and.....  
was on the.....day of.....baptised by.....  
in the name.....  
Witness my hand this.....day of.....

Signature.....

Officiating Minister

Person having custody of register

### **CERTIFICATE OF ENTRY OF BAPTISMAL NAME**

I certify that the baptismal name has been entered by me in Entry No.....In the register book of births for  
the sub-district of .....in the quarter ended.....

Signed.....Superintendent Registrar

Date.....Registrar †

#Baptism means the rite or ceremony of the Christian Church

\*To be deleted where the certificate is given by the person who baptised the child

†Strike out whichever does not apply

## Appendix Q– Certificate for burial or cremation (still-birth)

### CERTIFICATE FOR BURIAL OR CREMATION (STILL-BIRTH)

#### AFTER REGISTRATION

#### CERTIFICATE THAT REGISTRAR has REGISTERED STILL-BIRTH

*(Births and Deaths Registration Act 1953, S.11 (2))*

*(Form prescribed by the Registration of Births and Deaths Regulations 1987)*

*(see note overleaf)*

I, the undersigned registrar, do hereby certify that I have this day registered the birth of

the STILL-BORN child of

which took place on

at

Entry No.

Signature of registrar .....

Date .....

Registration District .....

Sub-district .....

### CERTIFICATE FOR BURIAL (STILL-BIRTH)

#### BEFORE REGISTRATION

#### CERTIFICATE THAT REGISTRAR has RECEIVED NOTICE of STILL BIRTH

*This certificate is not available for purposes of cremation.*

*To be delivered to the person effecting the BURIAL of this body (see note overleaf)*

I, the undersigned registrar, do hereby certify that I have been duly notified of the birth of

the STILL-BORN child of .....

which took place on ..... at .....

Signature of registrar .....

Date .....

Registration District ..... Sub-district .....

One of the above certificates is necessary if it is intended to bury the body of the still-born child in a burial ground. A person who has control over, or who ordinarily buries bodies in a burial ground may not bury the body of a still-born child until a registrar's certificate upon this form is delivered to him.

A certificate given AFTER REGISTRATION is necessary if it is intended to cremate the body in a crematorium. A certificate given BEFORE REGISTRATION will not be accepted for that purpose. It is an offence against the Cremation Act 1902, to burn the body of a still-born child except in a crematorium, notice of the opening of which has been given to the Secretary of State.

B0035-1-00

Certificate issued 'after registration' before registration

of .....

Issued by .....

Parent's names .....

Place of still-birth .....

Date of still-birth .....

Use of still-birth .....

Notes, as necessary



## Appendix R - Certificate for burial or cremation

Unless this document is delivered intact to the person mentioned overleaf, the burial or cremation may be delayed.

Unless this document is delivered intact to the person mentioned overleaf, the burial or cremation may be delayed.

**PART B**

DIS 34 839601

*Births and Deaths Registration Act 1953, s. 24(1)*

**CERTIFICATE FOR BURIAL OR CREMATION**  
(Issued after registration)

I, the undersigned registrar, do hereby certify that the death of

aged ..... who died on .....

at .....

has been registered by me at Entry No. .... Date .....

Signature ..... (Registrar of Births and Deaths)

Registration District ..... Sub-district .....

**CERTIFICATE FOR BURIAL OR CREMATION**  
(Issued before registration)

I, the undersigned registrar, do hereby certify that the death of

aged ..... who died on .....

at .....

has been notified to me. Date .....

Signature ..... (Registrar of Births and Deaths)

Registration District ..... Sub-district .....

IMPORTANT. If the death has not been registered it must be registered within 14 days of the date on which it happened by a relative of the deceased or by one of the other people required by law to give information.

If the burial or cremation is to take place outside England or Wales the Coroner must be notified before the body is moved. The registrar who issued this certificate can provide a form on which to notify the Coroner.

---

**PART C**

DIS 34 839601

**NOTIFICATION OF BURIAL OR CREMATION (see back)**

*Births and Deaths Registration Act 1926, s. 3(1) (Form prescribed by the Registration of Births and Deaths Regulations 1987)*

This is to notify that the body of .....

deceased, who died on ..... at .....

was buried\*/cremated\* on ..... at .....

Signature ..... on behalf of .....

Date .....

\*Strike out whichever does not apply

## **Appendix R (continued)**

### **Notes which appear on the back of the form of Certificate for Burial or Cremation**

#### **NOTE**

The person to whom this certificate must be delivered is:

- (a) if the body is to be buried,
  - (i) the person by whom or by whose officer the register in which the burial is to be recorded is kept, or
  - (ii) in the case of a burial in a churchyard under the Burial Laws Amendment Act 1880 or Section 4 of the Welsh Church (Burial Grounds) Act 1945, the relative, friend or legal representative of the deceased having the charge of or being responsible for the burial.
- (b) if the body is to be cremated,
  - the medical referee appointed by the cremation authority.

#### **NOTE TO PART C**

On the burial or cremation of the body of the deceased person to whom this certificate relates, the person effecting the burial, or in the case of cremation, the Registrar of the Crematorium, must within 96 hours fill up the Form of Notification on the other side (Part C), detach it from Part B and send it to the Registrar of Births and Deaths by whom the certificate was given. The certificate itself (Part B) should be retained by the person effecting the burial, etc. (See Note to Part B).

The Part C of this certificate must not be used to notify the burial or cremation of any body except that of the deceased person to whom the certificate relates.

#### **NAME AND ADDRESS OF REGISTRAR**

.....

.....

.....

.....

.....

# Appendix S -Certificate that death is not required to be registered

<p style="text-align: center;"><b>LA 192082</b>      <b>PART A</b></p> <p style="text-align: center;"><b>DECLARATION BY APPLICANT</b></p> <p><i>I hereby declare that the body of the late</i> ..... <i>has been removed</i>  <i>from</i> ..... <i>into England and Wales and that it is</i>  <i>intended to bury or cremate the body at</i> .....</p> <p>and that no Coroner's Inquest in England or Wales has been or, so far as I am          aware, is intended to be held respecting such body. I declare that the death of the          said deceased took place at .....          on the ..... day of .....; and I produce the following          documentary evidence of the date and place of death so declared to be true:</p> <p>I accordingly apply for a Certificate that the death is not required by law to          be registered in England or Wales, and I make this declaration solemnly and          sincerely, believing the same to be true.</p> <p>Signature of Declarant .....</p> <p>Date ..... Capacity in which          Applicant is acting .....</p> <p>I have seen the documentary evidence produced and witnessed the above          declaration.</p> <p style="text-align: right;">Signature of Registrar .....</p>	<p style="text-align: center;"><b>LA 192082</b>      <b>PART B</b></p> <p style="text-align: center;"><b>CERTIFICATE THAT DEATH IS NOT REQUIRED TO BE REGISTERED</b></p> <p><i>Births and Deaths Registration Act 1953, s. 24 (2).</i>  <i>(Form prescribed by the Registrar of Births and Deaths Regulations 1987.)</i></p> <p>I, the undersigned registrar,          hereby certify that the information          declared before me appears that the          death of .....</p> <p>is not required by law to be registered          in England or Wales.</p> <p>Date .....          Signature .....  <i>Registrar of Births and Deaths.</i></p> <p>Registration District .....</p> <p>Sub-district .....</p>
<p style="text-align: center;"><b>LA 192082</b>      <b>PART C</b></p> <p style="text-align: center;"><b>NOTIFICATION OF DISPOSAL</b></p> <p><i>(see back)</i>  <i>Births and Deaths Registration Act 1926, s. 3 (1).</i>  <i>(Form prescribed by the Registrar of Births and Deaths Regulations 1987.)</i></p> <p>This is to notify that the body of          deceased, who died on .....          at .....          was buried/cremated* in .....          at .....</p> <p>Signature .....          on behalf of .....</p> <p>Date .....</p> <p>*Strikes out whichever does not apply.</p>	<p style="text-align: center;"><b>LA 192082</b>      <b>PART D</b></p> <p style="text-align: center;"><b>CERTIFICATE THAT DEATH IS NOT REQUIRED TO BE REGISTERED</b></p> <p><i>Births and Deaths Registration Act 1953, s. 24 (2).</i>  <i>(Form prescribed by the Registrar of Births and Deaths Regulations 1987.)</i></p> <p>I, the undersigned registrar,          hereby certify that the information          declared before me appears that the          death of .....</p> <p>is not required by law to be registered          in England or Wales.</p> <p>Date .....          Signature .....  <i>Registrar of Births and Deaths.</i></p> <p>Registration District .....</p> <p>Sub-district .....</p>

### **Appendix S (continued)**

Notes which appear on the back of the form of Certificate that death is not required to be registered

#### **NAME AND ADDRESS OF REGISTRAR**

.....  
.....  
.....  
.....

#### **NOTE TO PART C**

On the burial or cremation of the body of the deceased person to whom this certificate relates, the person effecting the burial or, in the case of cremation, the Registrar of the Crematorium, must within 96 hours fill up the Form of Notification on the other side (Part C), detach it from Part B and send it to the Registrar of Births and Deaths by whom the certificate was given. The certificate itself (Part B) should be retained by the person effecting the burial, etc. (See Note to Part B)

The Part C of this certificate must not be used to notify the burial or cremation of any body except that of the deceased person to whom the certificate relates.

#### **NOTE TO PART B**

The person to whom this certificate must be delivered is:

- (a) if the body is to be buried,
  - (i) the person by whom or by whose officer the register in which the burial is to be recorded is kept, or
  - (ii) in the case of a burial in a churchyard (under the Burial Laws Amendment Act, 1880 or Section 4 of the Welsh Church (Burial Grounds) Act, 1945, the relative, friend or legal representative of the deceased having the charge of or being responsible for the burial.
- (b) if the body is to be cremated, the medical referee appointed by the crematorium authority.

## Appendix T - Coroner's Order for Burial: Notification of Burial

PART A	PART B	PART C
Name of deceased	<b>CORONER'S ORDER FOR BURIAL</b> Form prescribed by The Coroners Rules 1984	<b>NOTIFICATION OF BURIAL</b> (See overleaf)
Order issued on	I hereby authorise the burial of the body of ..... aged ..... late of ..... who died at ..... on ..... Dated this ..... day of ..... 19 ..... Signature ..... Coroner for .....	1. Order issued by the coroner for ..... 2. The burial must be notified on this form to the Registrar of Births and Deaths at ..... This is to notify that the body of ..... deceased, who died on ..... at ..... was buried on ..... at ..... Signature ..... on behalf of ..... Date ..... Form 101
to (name)		
(address)		
	Any intention to remove the body out of England and Wales must be notified to the coroner in advance of removal. A form for giving notice may be obtained from the coroner or the registrar. This certificate will authorise the burial in a burial ground of the remains of a still-born child. This certificate is of no use for cremation. The coroner is requested to fill in spaces 1 and 2 of Part C of this form (see notes on cover). Unless this document is delivered intact to the person mentioned overleaf the burial may be delayed.	
	Form 101	Form 101

## **Appendix T (continued)**

### **Notes which appear on the back of the form of Coroner's Order for Burial**

#### **NOTE TO PART C**

On the burial of the body of the deceased person to whom this certificate relates, the person effecting the burial must, within 96 hours, fill up the form of notification on the other side (Part C), detach it from Part D and send it to the Registrar of Births and Deaths for the sub-district in which the death took place or, if the death took place elsewhere than in England or Wales, to the registrar of births and deaths for the sub-district in which the burial took place. The certificate itself (Part B) should be retained by the person effecting the burial (see note to Part B).

The Part C of this certificate must not be used to notify the burial of any body except that of the deceased person to whom the certificate relates.

No notification is necessary in the case of the burial of the remains of a still-born child.

#### **NOTE TO PART B**

The person to whom this certificate must be delivered is:

1. The person by whom or by whose officer the register in which the burial is to be recorded is kept.
2. In the case of a burial in a churchyard under the Burial Laws Amendment Act 1880, or Section 4 of the Welsh Church (Burial Grounds) Act 1945, the relative, friend or legal representative of the deceased having the charge of or being responsible for the burial.

**Appendix U- Declaration that Certificate or Order has been issued**

I ..... of ..... in pursuance of  
the Births and Deaths Registration Act 1926, declare:

1. That I am the person procuring the burial of the body of .....  
who died at ..... on  
the .....
2. that a registrar's certificate\* authorising burial was issued by the registrar\* .....  
coroner's order ..... coroner  
at ..... to .....  
living at ..... on .....
- and
3. that the reason why the said document cannot be delivered before burial is  
that:.....

I make this declaration believing the same to be true.

Signature of declarant .....

Date .....

*\* Strike out whichever does not apply.*

**Appendix V - Certificate of burial under the Burial Laws Amendment Act 1880**

**Form of certificate to be transmitted to the Rector, Vicar or Incumbent under Section 10 of the Burial Laws Amendment Act 1880 (43 & 44 Vict. C. 41)**

I ..... of ....., the person having the charge of (or being responsible for) the burial of the deceased, do hereby certify that on the ..... day of ....., A.B. of ....., aged ....., was buried in the churchyard (or graveyard) of the parish (or district) of .....

To the Rector (or, as the case may be) of .....