



The new marriage registration system

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The new marriage registration system

- Why is there a new registration system?
- The Marriage Document
- The Marriage Schedule
- Registration
- Issue of Certificates
- Register of Marriage Services
- Corrections
- Closing registers



Reform of the marriage registration system

- First reform since 1837
- Review instigated in 2014
- Introduction of an electronic register
- Maintained by the General Register Office
- Intended to make the system simpler, more efficient and secure (and will be cheaper to maintain)
- Allows for names of both parents to be included in register entry and on certificate



Changes to the existing law

- The Civil Partnerships, Marriages and Deaths (Registration etc.) Act 2019
- The Registration of Marriages Regulations 2021
- The Marriage (Keeping of Records in Churches and Chapels) Regulations 2021
- Changes are effective from 4 May 2021
- Paper marriage registers no longer used



The Marriage Document

- Marriage Document to be used where preliminaries are banns, common licence or Archbishop’s Special Licence
- Officiating minister responsible for issuing Marriage Document
- Available online to download from Local Registration Services Association portal or the Life Events Diary administration software
- Available in hard copy from Registration Supplies – registration.supplies@gro.gov.uk

Ref. No. _____

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 * 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)	



The Marriage Document

- Type or handwrite information
- If handwritten must be clear and black registration ink should be used
- Can be completed once preliminaries have been completed
- Each Marriage Document should be numbered sequentially
- Doesn't matter which party is recorded in the first column
- Surnames must be in capitals

Ref. No. _____

MARRIAGE DOCUMENT

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



The Marriage Document

- If no information is to be provided, put a line in the box
- Section 7 – each party to the marriage can have a maximum of 4 parents recorded
- If a step-parent is to be recorded – “(step-parent)” should be recorded after their name
- If a parent (or step-parent) is deceased – “(deceased)” should be recorded after their name
- If a parent (or step-parent) is retired – details of their last occupation followed by “(retired)” should be recorded

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



The Marriage Document

- Officiating minister must check the partially completed Marriage Document with the couple to ensure all details are correct
- If any mistakes are spotted, make the amendment in registration ink and ask the relevant party to initial the amendment
- The couple signs in section 9
- Witnesses each print their name and signs in section 10
- Officiating minister prints name, designation and signs in section 11

Ref. No. _____

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 * 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 (name)..... (signature)..... (designation)



The Marriage Schedule

- Marriage Schedule to be used where preliminaries are Superintendent Registrar's Certificates
- Pre-populated by Superintendent Registrar once couple have given notice of intention to marry at their local register office
- One schedule per couple
- Officiating minister must check the Marriage Schedule is correct prior to the service
- If any mistakes are spotted, make the amendment in registration ink and ask the relevant party to initial the amendment
- If mistake relates to status or identity can still go ahead but need to provide explanation on the reverse of the Marriage Schedule

Date / Time

MARRIAGE SCHEDULE Form No.

Marriage schedule issued by _____ (designation) in the registration district of _____ to the _____ (administrative area) on _____

The issue of this schedule has not been forbidden by any person authorized 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 Parishes/Consent. 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. Minister/Person named name, surname and occupation	

8. Marriage solemnized according to the rites and ceremonies of _____ in the parish of _____ by schedule by me _____ (signature) _____ (name) _____ (signature) _____ (name)

**Entry as appropriate*

9. Signature of parties present	
10. Name and signature of witnesses	
11. Signature of person authorized to sign the schedule	



The Marriage Schedule

- If couple are subject to immigration control, Superintendent Registrar will send the Marriage Schedule to the officiating minister with photographs of the couple
- If couple are not subject to immigration control, couple are responsible for giving the Marriage Schedule to the officiating minister
- Couple, witnesses and officiating minister sign Marriage Schedule (sections 9, 10 and 11)

Date / Time

MARRIAGE SCHEDULE
Form 51a

Marriage schedule issued by _____ (Signature) in the presence of _____
District of _____ in the _____ (Administrative area) on _____
The issue of this schedule has not been forbidden by any person authorized 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. Member/Partner/Parent name surname and occupation	

8. Marriage solemnized according to the rites and ceremonies of "Anglo-Ed"
in the parish of _____ by schedule by me _____ (Signature)
(Name) _____ (Designation)

***Make an appointment**

9. Signature of person officiating	
10. Name and signature of witness	
11. Signature of person authorized to sign the schedule	

(Name) (Designation)



Registration

- Once signed, you must arrange for the Marriage Document (or Marriage Schedule) to be returned to your local register office within 21 days of the marriage
- Return by post or agree with couple that they or a family member will return it to the local register office within 21 days of the marriage
- Details entered on central register within 7 days of local register office receiving the Marriage Document (or Marriage Schedule)



Issue of Certificates

- Once marriage is registered, couple can ask local register office to issue certificate
- If couple need some evidence of marriage, but cannot wait for certificate to be issued, clergy can issue an “Acknowledgement Form”
- Church of England issuing their own version

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>



Register of Marriage Services

- Requirement for PCCs to provide a Register of Marriage Services for each church or chapel in which banns may be published
- As soon as practicable after marriage is solemnised, officiating minister must record marriage in Register of Marriage Services
- Officiating minister must sign entry in Register
- Requirement for all incumbents/priests in charge to ensure that register is kept in the church/chapel and to do everything reasonably practicable to ensure it is not stolen, lost or damaged (if no incumbent or priest in charge, churchwardens' duty)



Corrections post-registration

- If error is spotted after the Marriage Document (or Marriage Schedule) is signed, the couple will need to raise it with the GRO
- Application form for couple to complete
- If error relates to a marriage that took place before 4 May 2021, clergy must not do anything to correct it, direct couple to GRO



Closing existing registers

- Requirement to close current duplicate marriage registers
- Before closing registers, provide final quarterly/nil return for period up to 4 May 2021



Closing existing registers

- Labels from local register office
“Due to the introduction of the Civil Partnerships, Marriages and Deaths (Registration etc.) Act on 4 May 2021, this marriage register book has been closed”
- On page immediately after last completed entry, draw a diagonal line in registration ink through every unused entry
- Stick label on front of both open duplicate registers

Marriage solemnized at in the				in the parish of				
Columns:-	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
			years					
			years					
Married in the after				according to the rites and ceremonies of the				
				by me,				
This marriage was solemnized between us,		{ }		in the presence of { }				



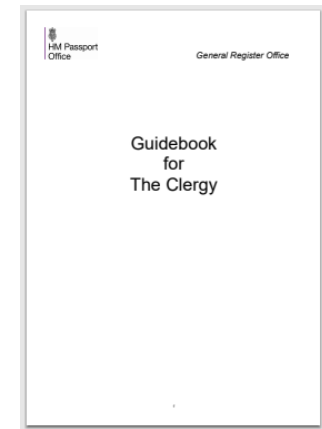
Closing existing registers

- Return one to local register office together with any unused registration stock (i.e. certificates, nil and quarterly return forms)
- Store other register securely
- Sets of completely unused registers should be returned to local register office where they will be destroyed
- Return should be in line with usual arrangements with local register office
- Local registration officers have been advised to contact their clergy to confirm arrangements for the return of registration stock
- If anyone contacts you regarding a search of the marriage register or issuing a certified copy of an entry, they should be referred to the local register office



Guidance for Clergy

- Local Registration Service Association training
- General Register Office guidance
- Updated 4 May 2021
- Available online:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/982869/guidebook-for-the-clergy-april-2021.pdf
- Local register offices





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