

GUIDANCE ON NI RELIGIOUS MARRIAGE PRELIMINARIES

The Marriage (Northern Ireland) Order 2003 became effective from 1 January 2004.

For Religious Marriages within the Castlereagh Boundary – the Registrar of Marriages, The Civic & Administrative Offices, Bradford Court, Castlereagh BT8 6RB Telephone 028 90494520
 Website www.castlereagh.gov.uk

Notice Forms are available from the Registrar and on the Website
Opening hours 9.30am – 4.30pm Mon-Thurs – 9.30am – 4 pm Fri
Closed 12.30am – 2pm

OFFICIANTS

Ministers, Priests, Pastors, Chaplains etc who will be solemnising marriages **must be nominated**

NOTICE OF MARRIAGE

Notice for all religious marriages has to be given on the prescribed Marriage Notice Form.

Each of the two parties must complete and sign a form and submit them to the Registrar of the District where the marriage is to be solemnised along with the relevant documents (see below) and the **notice fee of £40**. If paying by cheques, please make payable to “Castlereagh Borough Council”.

Notice may be given up to a year before the date of marriage. However, it is recommended that notice should be given approximately 8 to 10 weeks before the date of marriage – the minimum notice period being **14 clear days** before the date of marriage. Also, the **Officiant must sign the marriage notice form** to indicate that he or she is willing to solemnise the marriage

DOCUMENTS TO BE PRODUCED

N.B. all documents must be originals i.e. not photocopies & if not in English - bring a Certified Translation. They must be produced as early as possible before the wedding. Failure to do so will mean postponement

	Documents		
Consent	If 16 or 17 years, - Consent Forms are available from Registrar		
Identity	A full version birth certificate		
Marital Status	if widowed - a death certificate of previous spouse to be shown		
	if divorced - a Decree Absolute <u>and</u> woman using maiden name - her Marriage Certificate		
Nationality	not subject to Immigration Control	Passport or National Identity Card	
	If subject to Immigration Control	EITHER Passport with appropriate visa permitting marriage	OR Passport plus a Certificate of Approval for Marriage
		N.B. Notice of Marriage cannot be taken without these For advice and guidance, contact Home Office, Croydon Help Line, at 0870 606 7766 or online at www.ukvisas.gov.uk	

COLLECTION OF SCHEDULE

The marriage schedule must be collected by either the bride or groom in person from the Registrar no earlier than 14 days before the marriage

i.e. on or after

SOLEMNISATION OF MARRIAGE

An Officiant can only solemnise a marriage when he or she is in receipt of a **marriage schedule**.

Immediately after the marriage ceremony the schedule must be signed by the parties, two witnesses (over 16 years age) and the Officiant.

AFTER THE MARRIAGE HAS TAKEN PLACE

RETURN OF THE MARRIAGE SCHEDULE

It is the responsibility of the parties to return the completed schedule, **within 3 working days**, to the Registrar of the District in which the marriage was solemnised. This may be returned in person or by post. You may wish to entrust this important task to a close relative or friend.

REGISTRATION OF THE MARRIAGE

Once the Schedule is received, the District Registrar is responsible for the registering of all marriages.

Once a marriage is registered, a certified copy may be obtained from the District Registrar on payment of the appropriate fee (£8.00)

NB Please sign schedule with a black pen and ensure witnesses complete their address with a postcode