

CHECKLIST

- Ensure both marriage/civil partnership notice forms are fully completed are signed.
An electronic signature cannot be accepted.
- Ensure all documents presented are original documents.
- Any original documents submitted in a language other than English should be accompanied by a certified English translation

Document to be produced by each party

- Evidence of Nationality (e.g. Passport)
Notice of intention to marry cannot be lodged without this.
(your passport is not required if you were born in the UK before 1983) ☐
- Birth Certificate ☐
- Proof of Residence
(e.g. Utility bill dated within last 3 months; driving licence) ☐

If you are a Non UK Citizen

- Declaration of Status Form by Non UK Citizen
This is required by all nationalities except British Citizens
Notice of intention to marry cannot be lodged without this. ☐
- Passport Photographs (where applicable) ☐
- Certificate of No Impediment to Marry
(If you have been a resident in the UK for more than two years, evidence of this will be accepted in place of a CONI) ☐
- Marriage Visa (where applicable) ☐

If you have been previously married or civil partnered

- Divorce / Annulment Document / Dissolution
Former Spouses Death Certificate ☐
- Foreign Divorce Questionnaire
(This form should be completed if you are producing a divorce Document from a court outside the UK) ☐

Please note that in some circumstances additional documents may be required.