

PRESCRIBED EVIDENCE FOR GIVING NOTICE

The following is a list of evidence which has been prescribed in regulations to enable a person to give their notice of intention to marry or enter into a civil partnership.

It is a legal requirement that this evidence is produced to the registration officer taking your notice, at the start of your appointment. Please note that the registration officer has no discretion to accept any documents other than those listed. If you are unable to produce the required documents, it will not be possible to accept your notice.

Where any documents produced are not in English, a full translation must be provided.

Evidence of name, surname, date of birth and nationality

- Valid passport or
- National identity card issued by an EEA state or Switzerland or
- Certificate of registration as a British citizen granted by the Secretary of State, together with a document to confirm current use of the name and surname from the list below at “Evidence of place of residence” or
- If born in the UK **before** 1st January 1983, full UK birth certificate together with a document to confirm current use of name and surname from the list below at “Evidence of place of residence” and photo ID such as driving licence to confirm identity or
- If born in the UK **after** 1st January 1983, full UK birth certificate showing parent’s details, and a document to show current use of name and surname from the list below at “Evidence of place of residence” and photo ID such as driving licence to confirm identity

If you have been known by any other names during your lifetime, you must provide evidence of your name change and your original name, eg deed poll or change of name document, full birth certificate / adoption certificate, marriage certificate.

Evidence of ending of previous marriage or civil partnership

- Decree absolute of divorce or nullity of marriage granted by a civil court in England and Wales
- Dissolution order or nullity order granted in England and Wales in accordance with the Civil Partnership Act 2004
- Death certificate of former spouse or civil partner. If you are not named as the spouse or civil partner on the death certificate, you will also need to produce your original marriage / civil partnership certificate.
- Final document of divorce, nullity, dissolution, or annulment granted by a court or jurisdiction outside England and Wales. Please note that it will be necessary for further investigations to be made by the General Register Office to consider whether the ending of your previous marriage or civil partnership appears capable of recognition in the UK under the Family Law Act 1986 or the Civil Partnership Act 2004. The review of your case will take at least **20 working days**, and depending on the nature of the documents it could take longer.

Evidence of place of residence

Please note that each of you must produce your own proof of address, even if you attend the appointment together, and that you must produce original documents. If you have printed a statement from an online account, it must be verified by the service provider. Please note that only the documents listed below are acceptable as proof of address:

- Gas, water or electricity bill dated no more than 3 months before the date of notice appointment
- Bank or building society statement or passbook dated no more than 1 month before the date of notice appointment
- Council tax bill dated no more than one year before the date of notice appointment
- Mortgage statement dated no more than one year before the date of notice appointment
- Current residential tenancy agreement
- Valid driving licence

You will also need to produce written confirmation of the place of marriage – this can be in either an email or letter / booking form from the local registration service that will be attending your ceremony. This confirmation must include the full address of the venue where your ceremony will take place, not a room name. If your marriage / civil partnership is taking place in a religious building, this must include the unique registration number for marriage or worship allocated by the General Register Office. Your priest or minister will be able to provide you with this.