



Giving Notice of Marriage or Civil Partnership

Revised November 2011

Why do I have to give notice of Marriage ?

It is a legal requirement to give notice of your intent to be married or form a civil partnership. This can be done at the earliest 1 year and no later than 16 days before the marriage/civil partnership. Without giving a valid notice of marriage/civil partnership the ceremony cannot go ahead. Residents outside of England and Wales should contact us to arrange to satisfy the required residency rules including those who live in Scotland and Northern Ireland.

What documents will I have to bring ?

Each person giving notice is required to bring the following documents (originals versions only)

Proof of your name, date and place of birth and nationality

- A Current Passport and/or
- A Birth Certificate
(if you were born from 1983 onwards and you do not hold a current passport, a full birth certificate, and your mothers birth certificate must be provided)
- Current Photo National Identity Card if you are a non British Citizen
- Any change of name documents eg. Change of name deed or official deed poll.
- A completed parental consent form if you are under 18 at the time of giving notice.

Proof of your status:

- A decree absolute if you have been divorced
- A death certificate if your former partner if you have been widowed.

Proof of your current address:

- This must be dated within 3 months of you giving notice of marriage and can include a Current Driving Licence, Bank Statement, Council Tax Bill, Utility Bill, Payslip or details of Benefits or Income Tax.

Is there a fee ?

Yes the current fee is £33.50 per person giving notice and is payable at the time of giving notice.

Do I need an appointment ?

Yes we operate on an appointment basis only and you must attend in person for your appointment. Contact us on (01325) 346 604 for an appointment.

Non European Union Citizens

Non European Citizens who wish to be married in either a Register Office, Approved Venue or Religious Building (other than a Church of England Church) are also required to give notice of marriage/civil partnership.

However to comply with immigration control requirements you must give notice at a "designated register office" who only have the authority to grant authority for non European citizens to be married.

Our local designated office for Darlington Citizens is Middlesbrough Register Office (01642 729004) who can advise you on the documents and procedure that you will need to follow.

You should still contact the Register Office or place of marriage to make the appropriate ceremony booking before giving notice of marriage at Middlesbrough.

Further Advice:

Darlington Register Office: (01325) 346 604

General Register Office: 0300 123 1837

Direct Gov Website: www.direct.gov.uk

The date, time and venue of the ceremony also form part of the notice of marriage or civil partnership. Therefore you will also need to either have a provisional booking with a venue or know an approximate date for your ceremony when attending for your appointment