**APPLICATION FORM FOR A COMMON LICENCE TO MARRY IN CHURCH**

When you meet with a surrogate (a priest appointed to facilitate your application for a Common Licence to marry) you will need to produce certain documents to prove:

(1) that you have British or Irish nationality, or that you are a foreign national with EU ‘settled status’ or ‘pre-settled status’ under the EU Settlement Scheme (EUSS); and

(2) your identity and current use of your name; and

(3) your current residential address; and

(4) if you have been previously married, that you are now free to marry again; and

(5) why you have a legal right to get married in your proposed church.

This form is designed to make sure that all relevant information is provided at that appointment so that your application can be completed quickly.

Please complete the following three sections and bring it, and originals of the documentation referred to for both of you, to your appointment. If possible, please e-mail the completed form to the surrogate in advance of your appointment.

Start the form by selecting the date of your marriage from the dropdown calendar then press tab to go to the next field. To complete the tick boxes you can press the space bar or click with a mouse, before pressing tab.

**SECTION 1. DETAILS OF PROPOSED MARRIAGE**

**Proposed date of marriage: *Please click to use dropdown arrow to insert date of your marriage***

 *[you will need to be married within 3 months of the date of your appointment with the surrogate]*

**Proposed Church:** **Please insert name of church and Parish: Please insert name of parish**

**Name of priest who will be marrying you:** The Reverend **Please insert name of priest**

**SECTION 2. PARTIES TO THE PROPOSED MARRIAGE**

|  |  |
| --- | --- |
|  | **Evidence required** |
| **Full Name** (including middle names): ***Man:***  **Please insert man’s full name*****Woman:* Please insert woman’s full name**  | 1. Valid (in-date) passport; or
2. Valid (in-date) UK driving licence; or
3. birth certificate.
 |
| **Have you changed your name by deed poll?** ***Man:*** YES [ ] \* / NO [ ] \****Woman:*** YES [ ] \* / NO [ ] \**\*please click to tick appropriate box* | If ‘yes’ you must provide the original deed poll. |
| **Have you been baptised/Christened?** ***Man:*** YES [ ] \* / NO [ ] \****Woman:*** YES [ ] \* / NO [ ] \**\*please click to tick appropriate box* | If ‘no’ you will need to declare that you do not reject the Christian faith and desire to be married in Church. |
| **What age will you be on the date of your proposed marriage?** ***Man:*** Please insert man’s age years old***Woman:*** Please insert woman’s age years old |  |
| **What is your current residential address**?***Man:***House number/name: Please insert house number/nameStreet: Please insert streetTown/City: Please insert town/cityCounty: Please insert countyPostcode: Please insert postcode | 1. Paper utility bill, no more than 3 months old; or
2. Paper bank or building society statement, no more than 3 months old; or
3. Paper council tax statement, no more than 12 months old; or
4. Paper mortgage statement, no more than 12 months old; or
5. Valid UK driving licence (full or provisional), unless used as proof of name.
 |
| ***Woman:***House number/name: Please insert house number/nameStreet: Please insert streetTown/City: Please insert town/cityCounty: Please insert countyPostcode: Please insert postcode | 1. Paper utility bill, no more than 3 months old; or
2. Paper bank or building society statement, no more than 3 months old; or
3. Paper council tax statement, no more than 12 months old; or
4. Paper mortgage statement, no more than 12 months old; or
5. Valid UK driving licence (full or provisional), unless used as proof of name.
 |
| **What is your nationality:** ***Man***: Please insert man’s nationality***Woman***: Please insert woman’s nationality If you are a British or Irish citizen see the right-hand column for the required evidence.If you are a foreign national with EU settled or pre-settled status:You must provide your valid (in-date) passport plus you will need to prove your settled or pre-settled status by obtaining a share code from this [link](https://www.gov.uk/view-prove-immigration-status) to give to the surrogate. The surrogate will use the share code to confirm your status at this [link](https://www.gov.uk/check-immigration-status).  (You will also need to provide this to the clergyperson intended to perform your marriage ceremony so that s/he can also confirm this)  If you are a foreign national without EU settled or pre-settled status, you need to apply for a Superintendent Registrar’s Marriage Schedule from a civil Register Office. | 1. Valid (in-date) British passport or Irish passport or identity card; or
2. If you do not have a passport, or your passport is out-of-date:
3. if you were born before 1983, provide your full birth certificate
4. if you were born between 01.01.1983 and 30.06.2006, provide:
* your full birth certificate showing parents’ names; and
* proof your parents had British nationality or indefinite leave to remain at time of your birth; and
* if only your father had British nationality or indefinite leave to remain, his marriage certificate to your mother
 |
| **Have you been previously married or in a civil partnership?** ***Man***: YES [ ] \* / NO [ ] \*If ‘yes’, how many times have you been married / civilly partnered? Please insert number of times ***Woman***: YES [ ] \* / NO [ ] \*If ‘yes’, how many times have you been married / civilly partnered? Please insert number of times *\*please click to tick appropriate box* | If a previous marriage or civil partnership ended because your spouse died please provide their original death certificate. If a previous marriage ended in divorce please provide your original decree absolute (not your decree nisi). If a previous civil partnership was dissolved please provide your original certificate of dissolution. If your previous marriage or civil partnership ended in divorce or dissolution, you need to complete the “*Marriage in Church after Divorce*” statement with the priest who will be marrying you (please see this [link](https://www.churchofengland.org/sites/default/files/2017-11/MarriageAFTERdivorceFORM.pdf)) or that priest needs to provide a letter confirming they have discussed the circumstances with you and are happy to proceed. |

**SECTION 3. LEGAL RIGHT TO BE MARRIED IN PROPOSED CHURCH**

In order to be married in any Church of England church either of you must have established a legal right to be married there.

**Which of the following reasons entitles you to be married in your proposed church?**

You must be able to provide evidence for any of these. Please specify which of you has established the legal right.

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| --- | --- | --- | --- |
| **Man****[tick]** | **Woman****[tick]** | **Reason** | **Evidence required** |
| [ ] \* | [ ] \* | I am currently resident in the parish and have lived there for the past 15 days | Most recent form of address evidence such as a bank statement |
| [ ] \* | [ ] \* | I am on the Church Electoral Roll of the parish | letter from parish priest / electoral roll officer |
| [ ] \* | [ ] \* | I do not currently live in the parish but I previously lived there for at least six months | \* address evidence covering a 7 month period, which could be:(a) Council Tax bills covering two years; or(b) bank statements covering 7 months; or(c) Government or NHS letters covering 7 months; or (d) official paperwork covering 7 months  |
| [ ] \* | [ ] \* | I was baptised in the parish | (a) baptism certificate; or(b) certified copy of baptism register; or(c) letter from parish priest referring to register. |
| [ ] \* | [ ] \* | I was confirmed in a Church of England service and details of it are included in a confirmation register in the parish | (a) confirmation certificate; or(b) certified copy of confirmation register; or(c) letter from parish priest referring to register. |
| [ ] \* | [ ] \* | One or both of my parents has lived in the parish for at least six months during my lifetime | address evidence covering a 7 month period – please see acceptable evidence listed above\* |
| [ ] \* | [ ] \* | I have habitually attended Church of England public worship in the parish for at least six months | letter from parish priest |
| [ ] \* | [ ] \* | One or both of my parents have habitually attended Church of England public worship in the parish for at least six months during my lifetime | letter from parish priest |
| [ ] \* | [ ] \* | My parents or my grandparents [please specify which below] were married in a Church of England church in the parishPlease circle which applies:**Man’s parents** [ ] \* **/ grandparents** [ ] \***Woman’s parents** [ ] \* **/ grandparents** [ ] \* | (a) marriage certificate; or(b) certified copy of marriage register; or(c) letter form parish priest referring to register. You should also provide your full birth certificate showing your parents’ namesANDIf relying on your grandparents’ marriage you should also provide the relevant parent’s full birth certificate showing your grandparents’ names.  |

*\*please click to tick appropriate box*

If you have any questions please contact:

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