



HM Passport
Office

General Register Office

Guidebook for The Clergy

Contents	Page
Introduction	4
Marriage	
1 General	
• Roles and responsibilities	5
• Hours and place of marriage	5
• Restrictions on marriage	6
• Access	6
• Witnesses	6
• Registration stock	6
• Missing or stolen safe or registration stock	7
• Damaged register books	7
• Ink	7
2 Preliminaries	
• Preliminaries to Marriage	8
• Ecclesiastical Preliminaries	8
• Superintendent Registrar's Certificate in lieu of Ecclesiastical Preliminaries	8
• Nationality requirements	9
• European Economic (EEA) Nationals	9
• Non European Economic (EEA) Nationals	9
• Evidence of British, EEA or Swiss Nationality	9
• Evidence of current use of name	10
• Giving notice of intent to marry	11
• Qualifying connection	11
• Notice Period	12
• One party resident in Scotland	13
• One party resident in Ireland	13
• Publication of banns - service personnel	13
• Publication of banns on board HM ships	13
• Two marriage ceremonies on the same day	13
• Religious ceremony after a civil marriage	14
• Re-marriage	14
3 Ceremony	
• Pre-marriage checks	15
• Marriage by Superintendent Registrar's Certificate	15
• Pre-marriage questions	15
• Forced marriages	16
• Sham marriage	16
• Mental capacity	17
4 Registrations	
• Marriage registers	18
• Commencement of entries	18
• Completing the register entries	19
• Description of authority on which marriage was solemnized	22

• Examination of entry by the parties to the marriage	22
• Signing the entry	22
• Bilingual registration in Wales	23
• Filled register books	23
• Searching and issuing certificates	23
• Register from which copies are to be made	24
• Examples of entries	24
5 Corrections	
• Before the entry is complete	25
• After the entry is complete	26
• Examples of corrections	26
6 Quarterly certified copies of marriage entries	
• Preparation of quarterly copies	27
• Copies for each quarter to be kept separate	27
• Register from which copies are to be made	27
• Errors in quarterly copies	27
• Certification of copies	28
• Offences and Penalties	28
7 Baptism	
• Certificate of name given in Baptism	29
8 Burial	
Births and Deaths Registration Act 1926:	30
• Authorities for burial	30
• Registrar's certificate and coroner's order	30
• Certificate that death is not required to be registered	30
• Certificate or order lost or mislaid	30
• Notification of disposal to registrar	31
• Still-births	31
Births and Deaths Registration Act 1874:	32
• Notice required for burial of two or more bodies in one coffin	32
Burial Laws Amendment Act 1880:	32
• Notice of intended burial	32
• Certificate of burial	33
9 Frequently asked questions	
• What do I do if I cannot get into my safe to get my registers?	34
• What do I do if I have lost the key to my safe?	34
• What do I do if the building in which the marriage was to take place is unavailable?	34
• What should I do if I do not have the required superintendent Registrar's certificates?	34
• What should I do with the photographic template issued by the superintendent registrar?	35
• Do I still need to check the details of someone known to me?	35

Appendices

A. Useful contact details	36
B. How to establish British Nationality	37
C. Pre-marriage checks following civil preliminaries (flowchart)	38
D. Naval, Military and Air Force Chapels	39
E. Description of occupation	41
F. Example of a superintendent registrar's certificate for marriage	42
G. Examples of entries:	43
1. Marriage after banns	
2. Marriage by licence	
3. Marriage on production of superintendent registrar's certificates	
H. Examples of corrected entries:	45
1. Correction of errors discovered before completion of the entry	
2 to 4. Correction of errors in completed entries	
I. Marriage correction application form and guidance notes	47
J. Certificate of Name Given in Baptism	51
K. Certificate for burial or cremation (still-birth)	52
L. Certificate for burial or cremation	53
M. Certificate that death is not required to be registered	55
N. Coroner's order for burial	57
O. Declaration that certificate or order has been issued	59
P. Certificate of burial under the Burial Laws Amendment Act 1880	60

Introduction

This booklet has been designed to be read in conjunction with the Faculty Office booklet “Anglican Marriage in England and Wales. A guide to the law for Clergy”, and aims to provide you with support and guidance in your role and responsibilities regarding burials, the issuing of a certificate of name given in baptism and of accurately recording and maintaining marriage registration records. We hope you will find it helpful.

If you have any queries regarding any of the topics covered in this booklet, please contact your local superintendent registrar or the General Register Office (GRO). Contact details can be found in Appendix A.

Marriage

1 General

Roles and responsibilities

- 1.1 Your responsibility is to ensure that the legal requirements of marriages solemnized in accordance with the rites and ceremonies of the Church of England or Church in Wales are met; this includes marriage preliminaries, authority for and registration of marriage and the submission of quarterly returns.

Important new changes to the law relating to marriage came in to force in March 2015. Where one or both of the parties to an intended marriage is a non European Economic Area (EEA) national, and they wish to marry in the Anglican Church, the couple must give notice via civil preliminaries and obtain superintendent registrar's certificates before the marriage can proceed. It is no longer lawful for the marriage of a non EEA national to be solemnized after the publication of banns of matrimony or on the authority of a common licence. This means that you have a responsibility to check the nationality of all couples wishing to marry in the Anglican Church.

You also have a personal responsibility to ensure that certificate stock and registers in your custody are adequately secured. Marriage certificate stock issued by the General Register Office is classified as secure stock and assets of Her Majesty's Government. As such, all persons with the responsibility for holding the certificate stock have a duty to ensure its safekeeping and prevent its loss or theft.

Hours and place of marriage

- 1.2 Marriages may be solemnized at any hour of the day or night and on any day of the week, including bank holidays. However, under Canon Law the hours during which a marriage in a church or chapel of the Church of England (not Church in Wales) may take place remains between 8am and 6pm. If a member of the clergy were to solemnize a marriage outside these hours (unless by special licence granted by the Archbishop of Canterbury) it would be an offence under the Clergy Discipline Measure 2003.

It is an offence to solemnize a marriage according to the rites and ceremonies of the Church of England or Church in Wales in any place other than the one specified in the preliminaries to the marriage, or in any place other than a church or other building in which banns may be published, unless a special licence has been granted by the Archbishop of Canterbury.

It follows that such a marriage may not be solemnized in a non-conformist church, chapel or other building registered for the solemnization of marriages by the Registrar General (Section 41, Marriage Act 1949), except when the place of marriage is:

- a naval, military or air force chapel which is both licensed by the bishop and registered by the Registrar General, or
- a building to which a sharing agreement relates, whereby it is also a building in which banns may be published, or
- by special licence

Restrictions on marriage

1.3 The following are legal impediments to a marriage:

- a marriage contracted by anyone under the age of 16.
- pre-existing marriage or civil partnership – polygamy/polyandry is not legal within England & Wales.
- prohibited degree of relationship - a marriage solemnized between persons related within certain relationships by blood or adoption is void. Generally speaking, if there are 2 or less links e.g. a man marrying his mother's sister (aunt), this would be void.

Access

1.4 The public must have unrestricted access to the building during any marriage ceremony to allow for valid objections against the marriage.

Witnesses

1.5 Two or more witnesses must be present at the marriage. There is no restriction on the number of witnesses, nor is there an age limit but they must be able to understand what is taking place and testify if necessary as to what they have seen and heard.

Registration stock

1.6 The Registration Supplies Unit at GRO will provide you with the necessary registers, forms and certificates to enable you to fulfil your role and responsibilities. These include marriage registers (in duplicate), forms for quarterly certified copies, forms for the nil return of quarterly certified copies and books of standard marriage certificates for issuing to the public.

Your registers and stock should be held securely at all times and best practice is to keep these in a fire resistant safe (ideally with internal dimensions of no less than 310mm by 465mm).

It is good practice to undertake an annual check of certificate stock and registers to provide a level of assurance that nothing is missing, and to check on their physical condition.

Replacement stock can be ordered free of charge from Registration Supplies Unit by phone 0151 471 4810 or by emailing registration.supplies@gro.gsi.gov.uk. There is also a tear-off slip in the register and certificate books that you can complete and return. We recommend that you order replacement stock at least a month prior to the date that you anticipate making your last entry.

It is important that you keep the following information separate from your registration stock:

- A record of all marriages for which you have not submitted a quarterly return; in the event that the marriage registers are stolen, these marriages would need to be registered afresh.

- The certificate record sheet provided by GRO; this sheet must be completed to account for the serial numbers of all certificates issued. In the event of a theft this will enable you to report the serial numbers of the certificates which have been stolen.
- Once a book of marriage certificates is exhausted the counterfoil should be retained locally and securely for a three year period. This will help address any future questions from GRO or couples that may arise in relation to their marriage.

Missing or stolen safe or registration stock

- 1.7 In the event that registers or certificates are unaccounted for and there is the possibility that it may have involved a theft, you should report this to the Police and obtain a Police Crime Incident Number.

In all instances, GRO must be notified immediately on the telephone number 0300 123 1837 (select Option 1). When you ring GRO, they will take details of the incident including the name, address and building number, the serial numbers of the stolen/missing certificates, the number of registers stolen and the Police Crime Incident Number. Your local superintendent registrar should also be notified of any loss or theft of both certificates and registers.

GRO will circulate the serial numbers of stolen/ missing certificates to other agencies and government departments to help prevent certificates from being used for fraudulent purposes.

Damaged register books

- 1.8 If the registers need to be rebound or repaired, ministers should ensure that the work is done when the registers are not required for the immediate registration of any marriage (Section 53 and 55 of the Marriage Act 1949). If the condition of the registers is so bad that you consider they should be replaced by new books, the General Register Office should be informed so that arrangements may be made to supply new registers and close the damaged books.

Ink

- 1.9 A permanent type of black ink should be used when registering marriages, preparing quarterly certified copies and issuing certificates. Registration ink can be purchased from: Ecclesiastical Stationery Supplies. Contact details are in Appendix A.

2 Preliminaries

Preliminaries to Marriage

- 2.1 The preliminaries for a marriage according to the rites of the Church of England or the Church in Wales should be either entirely ecclesiastical or civil, i.e. in no circumstances should there be publication of banns in respect of one party and the issue of a superintendent registrar's certificate for the other.

The only exception to this is for an Anglican marriage where one party is resident in the Isle of Man and the other in England or Wales. Notice of marriage can be given in England and Wales, but not in the Isle of Man.

In March 2015, a new scheme to tackle sham marriages and civil partnerships in the UK was introduced. A sham marriage or civil partnership is entered into by a couple who are not in a genuine relationship in order to obtain an immigration advantage for one or both of them.

In all cases, where one or both parties to the intended marriage is a non EEA national, the couple must give notice via civil preliminaries (unless an Archbishop's special licence has been granted). The notice period for civil preliminaries is 28 days but for couples where one or both parties is a non EEA national with limited or no immigration status, the Home Office may extend the notice period to 70 days to investigate whether their case is a sham.

The new scheme also introduced a requirement for both parties to a proposed marriage to provide a photograph of themselves to the superintendent registrar when they give notice of marriage where one or both parties is a non EEA national and subject to immigration control (see chapter 3.2).

Ecclesiastical Preliminaries

- 2.2 Please refer to the Faculty Office booklet "Anglican Marriage in England and Wales. A guide to the law for Clergy."

Superintendent Registrar's Certificate in lieu of Ecclesiastical Preliminaries

- 2.3 Section 17 of the Marriage Act 1949 provides that an incumbent may accept the certificates issued by a superintendent registrar in lieu of banns:

'A marriage according to the rites of the Church of England may be solemnized on the authority of certificates of a superintendent registrar in force under Part III of this Act in any church or chapel in which banns of matrimony may be published or in the case of a marriage in pursuance of section 26(1)(dd) of this Act the place specified in the notices of marriage and certificates as the place where the marriage is to be solemnized.

Provided that a marriage shall not be solemnized as aforesaid in any such church or chapel without the consent of the minister thereof or by any person other than a clergyman'.

- 2.4 The conditions which govern the issue of superintendent registrar's certificates are either:

1) The church or chapel in which the marriage is to be solemnized must be:

- within the registration district in which one or both of the parties has completed the 7 full day residence period; and
- the church or chapel must be that of the ecclesiastical parish or district in which one or both of the parties live.

or,

2) The church or chapel is the usual place of worship of one or both of the parties to be married. This will be detailed in column 7 of the superintendent registrar's certificate naming the qualifying person. However, for a person to claim a church or chapel as their usual place of worship, they must be on the church's electoral roll (section 72 of the Marriage Act 1949). A cathedral cannot be regarded as a usual place of worship because it has no electoral roll.

Nationality requirements

2.5 It is your responsibility to check the nationality of all parties wishing to marry. Where both parties are British, EEA or Swiss nationals you can proceed with ecclesiastical preliminaries (provided the couple meet the required qualifications to marry in your Parish).

European Economic (EEA) Nationals

2.6 EEA nationals are British citizens and nationals of the following states:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of Ireland, Romania, Slovakia, Slovenia, Spain, Sweden.

For these purposes, Switzerland is also included.

Non European Economic (EEA) Nationals

2.7 Where one or both parties to a proposed marriage is a non EEA national, the parties will each have to complete civil preliminaries and obtain a superintendent registrar's certificate (unless an Archbishop's special licence has been granted).

Evidence of British, EEA or Swiss Nationality

2.8 One of the following original documents (or groups of documents) must be provided by each of the parties to the proposed marriage to the member of the clergy, or (as the case may be) the person with authority to grant a common licence, as evidence that the party is a relevant national—

- (a) a valid British, EEA or Swiss passport;
- (b) a valid national identity card issued by an EEA state or Switzerland;
- (c) certificate of registration as a British citizen granted by the Secretary of State together with another document referred to in paragraph 2.9 below to establish current use of the name and surname referred to on

the certificate of registration (or, if the person has changed their name, evidence of the change of name);

(d) certificate of naturalisation as a British citizen granted by the Secretary of State, together with another document referred to in paragraph 2.9 below, to establish current use of the name and surname referred to on the certificate of naturalisation (or, if the person has changed their name, evidence of the change of name);

(e) where the party was born in the United Kingdom—

(i) before 1st January 1983—

a United Kingdom birth certificate; and

one of the documents referred to in paragraph 2.9 below to establish current use of the name and surname referred to on the birth certificate provided (or, if the person has changed their name, evidence of the change of name);

(ii) on or after 1st January 1983

a full United Kingdom birth certificate showing their parents' (or, as the case may be, parent's), details;

one of the documents referred to in paragraph 2.9 below to establish current use of the name and surname referred to on the birth certificate provided (or, if the person has changed their name, evidence of the change of name);

evidence of either of their parents' British citizenship or settled status at the time of the birth (e.g. a passport describing the relevant parent as a British citizen, or indicating that he or she then had indefinite leave to enter or remain); and

their parents' marriage certificate (if British citizenship is claimed through their father);

If none of the documents listed above are available, such other document as the Registrar General determines it is reasonable to accept in the particular circumstances of the case.

Evidence of current use of name

2.9 (a) utility bill dated no more than three months before the date on which notice of marriage is given;

(b) bank or building society statement or passbook dated no more than one month before the date on which notice of marriage is given;

- (c) council tax bill dated no more than 12 months before the date on which notice of marriage is given;
- (d) mortgage statement dated no more than 12 months before the date on which notice of marriage is given;
- (e) current residential tenancy agreement;
- (f) valid driving licence in the name of the person giving notice of marriage.

If you have any queries about the documentary evidence supplied by the couple, please contact your local register office or the General Register Office for advice.

Giving notice of intent to marry

- 2.10 Where the couple are marrying after civil preliminaries, each party to the marriage needs to give notice at their local register office. Where one or both parties to a proposed marriage is a non EEA national, they must attend together at a Designated Register Office (DRO), unless they are exempt from immigration control (e.g. has right of abode in the UK or diplomatic status). Please see the GOV.UK website <https://www.gov.uk/marriages-civil-partnerships/foreign-national> – for a list of Designated Register Offices.

If attending the local register office, each party to the marriage must complete 7 full days residence in that district before they can give notice. Non EEA nationals, giving notice at a DRO, can attend **any** DRO in England and Wales, but must still have completed 7 full days residence in a district i.e. they can be resident in a different district to that of the DRO.

Until the implementation of the provisions in the Immigration Act 2014, the position has been that where a couple wished to marry in a parish on the basis of a qualifying connection, they were required to use ecclesiastical preliminaries: there was no provision for a superintendent registrar's certificate to be issued in such cases. However, paragraph 12 of Schedule 4 to the Immigration Act 2014 amends section 35 of the 1949 Act to allow non EEA nationals to marry in any Anglican place of worship that Church preliminaries would have allowed, notwithstanding that such couples must now complete civil rather than ecclesiastical preliminaries.

That means that where one (or both) of the parties is a non EEA national, and one (or both) of the parties has a qualifying connection with a parish under the Church of England Marriage Measure 2008, superintendent registrar's certificates can be granted to authorise the marriage in a church or chapel of the parish with which they have the qualifying connection.

Qualifying connection

- 2.11 A person has a qualifying connection with a parish if–

- (a) that person was baptised in that parish (unless the baptism took place in a combined rite which included baptism and confirmation) or is a person whose confirmation has been entered in the register book of confirmation for any church or

chapel in that parish;

(b) that person has at any time had his or her usual place of residence in that parish for a period of not less than six months;

(c) that person has at any time habitually attended public worship in that parish for a period of not less than six months;

(d) a parent of that person has during the lifetime of that person had his or her usual place of residence in that parish for a period of not less than six months or habitually attended public worship in that parish for that period; or

(e) a parent or grandparent of that person has been married in that parish.

The parties should approach the minister of the parish in the first instance to establish that they have a qualifying connection and its nature. Details of the qualifying connection should then be obtained from the couple

Notice Period

- 2.12 Notice of intent to marry can be given up to 12 months before the date of marriage. After 28 clear days from when the notice has been entered, the superintendent registrar may produce their certificates for marriage – one for each person.

When there are exceptional circumstances and compelling reasons, the Registrar General may reduce the 28 day waiting period. This is done by a formal application made by the couple. On such occasions, you should advise the couple to speak to their local superintendent registrar.

It is possible that a couple will attend to give notice at a DRO which is outside their district of residence. In such circumstances, the superintendent registrar's certificate will be issued by a superintendent registrar from a different district to where the couple resides. However, the general conditions for residence stated above will still apply. If, following any contact with the couple you feel that the marriage may be a sham, please follow the guidance in paragraphs 3.7-3.11.

For couples where one or both parties is a non EEA national with limited or no immigration status, the Home Office may extend the notice period to 70 days to investigate whether their case is a sham. Ministers should be aware (before confirming a booking) that the notice period may, in certain circumstances, be extended to 70 days.

- 2.13 A superintendent registrar's certificate is valid for a period of twelve calendar months from the date of entry into the marriage notice book. The marriage can legally take place at any time prior to the date of expiry.

A period of twelve calendar months from a given day expires on the corresponding day of the final month of the period e.g. when notices are entered on 3 March the superintendent registrar's certificates are valid up to and including 3 March the following year. When there is no corresponding date because the final month is shorter than the first month i.e. 29 February, the period expires on the last day of the month the following year e.g. 28 February.

If each party gives notice of marriage on different dates, you need to ensure that **both** certificates are valid at the time of the marriage.

One party resident in Scotland

- 2.14 Please refer to the Faculty Office booklet, "Anglican Marriage in England and Wales. A guide to the law for Clergy."

One party resident in Ireland

- 2.15 Please refer to the Faculty Office booklet, "Anglican Marriage in England and Wales. A guide to the law for Clergy."

Publication of banns - service personnel

- 2.16 The Registrar General is advised by the Faculty Office of the Church of England and the Registry of the Lord Archbishop of Wales that:

- It is permissible for the banns of a serviceman or woman, if stationed in the United Kingdom, to be read in his or her home parish. The banns of his or her civilian fiancé(e) should be read in his or her home parish. The marriage may then take place in either parish.
- If a serviceman or woman is stationed abroad, his or her banns may still be read in his or her home parish in the United Kingdom. His or her civilian fiancé(e)'s banns should be similarly read and there is no need for a Common Licence. Where both servicemen and women are serving overseas, it is permissible for banns to be called in their respective home parishes.
- Where a marriage is intended to take place in England or Wales after the publication of banns between parties of whom one is residing in England and Wales, and the other in Scotland, Northern Ireland, or the Republic of Ireland, then if banns have been published or proclaimed in any church of the Parish or place in which the other party is residing according to the law or custom there prevailing, a certificate given in accordance with that law or custom that banns have been published or proclaimed, shall in respect of that party be sufficient.

Publication of banns on board HM Ships

- 2.17 Under Section 14 of the Marriage Act 1949, where a marriage is intended to be solemnized in England or Wales, after the publication of banns, between parties of whom one is living in England or Wales and the other is an officer, rating or marine borne on the books of one of Her Majesty's ships at sea, the banns may be published on 3 successive Sundays during morning service on board that ship and the incumbent may accept a certificate of publication of banns issued by the Chaplain or commanding officer who published the banns. Banns must, of course, also be published on behalf of the other party in the parish in which he or she lives.

Two marriage ceremonies on the same day

- 2.18 If the couple wish to have two valid marriage ceremonies performed on the same day, they should be advised that this is not possible. The couple could choose to

have either a religious marriage ceremony or a civil marriage ceremony followed by a religious blessing.

Religious ceremony after a civil marriage

- 2.19 Section 46 of the Marriage Act 1949, allows a couple to have a religious ceremony i.e. blessing, after their civil marriage. The parties must produce a certificate of their civil marriage before the ceremony may take place.
- 2.20 The religious ceremony does not invalidate or supersede the civil marriage and no record may be made in the marriage registers kept under the Marriage Act 1949. No legal preliminaries are required for such a religious ceremony.

Re-marriage

- 2.21 A couple who are already lawfully married cannot choose to re-marry each other, unless there is some doubt as to the validity of the earlier marriage.
- 2.22 Where there is no apparent informality in the previous marriage and the couple merely wish to go through another marriage ceremony with each other, they should be informed that they are already lawfully married to each and there is no statutory provision for marriage preliminaries to be completed in these circumstances.
- 2.23 If it is unclear whether a previous marriage ceremony is capable of recognition as a lawful marriage, advice should be sought from the General Register Office.

3 Ceremony

Pre-marriage checks

- 3.1 If a marriage following civil preliminaries is to take place, you must carry out the following checks before you allow the ceremony to go ahead.

Marriage by Superintendent Registrar's Certificate

- 3.2 The two superintendent registrar's certificates should be presented to you before the day of the marriage. You must check both certificates and ensure that:

- the building where the marriage is taking place is correctly specified (see chapter 1.2, Hours and place of marriage);
- the certificates are valid. If the certificates have different expiry dates, the marriage must take place on or before the earliest expiry date;
- if the marriage is taking place in one of the couple's usual place of worship outside of the district in which they live, column 7 of the certificates state "Such building being the usual place of worship of the said one or both names of the party". However, if this statement is not on the certificate but you are satisfied that the marriage should go ahead, you may do so.
- Where one or both parties to a proposed marriage is a non EEA national and subject to immigration control, there is a requirement for both parties to provide a photograph to the superintendent registrar when they give notice of marriage. A copy of the photographs will be sent to you before the wedding is due to take place, along with the superintendent registrar's certificates.
- The photographs should be used to ensure the couple, who attend the ceremony, are the same couple who attended to give notice. If there is any doubt then please contact GRO on 0300 123 1837 (Option 1). However, if for any reason the photographs are not received, the marriage should proceed as planned. Once the marriage has taken place, the photographs should be confidentially destroyed or returned with your Quarterly Certified Copies if you do not have secure/confidential disposal facilities.

An example of a superintendent registrar's certificate for marriage is in Appendix F.

Pre-marriage questions

- 3.3 You must check that there is no legal impediment to the marriage and ask the following questions of both parties:

- ***What is the name by which you are known and have you been known by any other name?***

The names and surnames must agree with those on the certificates. If there are any discrepancies you must question the parties further. If the differences can be satisfactorily explained, you should go ahead with the marriage. If the differences cannot be explained you should contact your local superintendent registrar or the General Register Office.

- ***How old are you today?***

The couple must both be over 16 for the marriage to be valid. If not, you must postpone the marriage. This question also ensures that the correct age for each party will be entered into the marriage registers.

- ***Have you been through any form of marriage or civil partnership in this or any other country?***

The condition must agree with that shown on the certificates. If there is a discrepancy, you must question that person further and if in doubt contact the superintendent registrar before the ceremony. If you are unable to contact the superintendent registrar, you should seek advice from GRO. If at the time of the marriage, evidence shows that the party is free to marry, you may proceed with the ceremony. Where the evidence relates to a divorce outside the United Kingdom, Isle of Man or Channel Islands, you should contact the General Register Office.

- 3.4 If the details on the superintendent registrar's certificate does not match those which will be entered into the marriage register and where you have decided to go ahead with the marriage, you need to write an explanation on the back of the certificate.

A flowchart showing the process for pre-marriage checks can be found at Appendix C.

Forced marriages

- 3.5 Both parties must be present at the ceremony, be able to recognise each other and enter into the marriage contract knowingly and voluntarily. If you are in any doubt, the marriage should not take place. Some signs that you may wish to take into account include:

- either party showing signs of emotional distress
- either party showing signs of physical harm or assault
- one party may do all the talking or be reluctant to let the other party be spoken to alone
- the parties are unable to converse in the same language
- an allegation of a forced marriage has been made by someone else

- 3.6 If you suspect that one of the parties about to marry is doing so against their will, you should enquire whether they wish to proceed and offer to contact the Forced Marriage Unit at the Foreign & Commonwealth Office (contact details in Appendix A). You may need to insist on interviewing the party alone and getting written confirmation that they are entering into the marriage voluntarily and are happy for the marriage to proceed. If you decide to not continue with the marriage because of the reasons above, please advise both your diocesan registrar and GRO. If however the party insists on the marriage proceeding, you should go ahead.

Sham marriage

- 3.7 Under the Immigration and Asylum Act 1999, a sham marriage is one entered into for the purposes of evading the provisions of United Kingdom immigration law or the immigration rules, and involves at least one party who is not a British citizen or an EEA national (see 2.6 for a list of EEA countries).

- 3.8 The signs of a sham marriage may be similar to those associated with a forced marriage. However, the following may also be indicative of a sham marriage.
- either party giving the impression of knowing very little about the other person;
 - either party referring to notes to answer questions about the other person;
 - one of the parties is seen to receive payment for the marriage;
 - an allegation that it is a sham marriage has been made by a credible third person, e.g. Immigration Officer or Police Officer;
 - there is little interaction between the couple; or,
 - one of the parties seems unable to give the full name or address of the other person.
- 3.9 None of these reasons may in itself indicate that the marriage is a sham and there may be other factors which may arouse your suspicions that are not listed. But it is generally expected that it will be a combination of factors.
- 3.10 A sham marriage should not be confused with a traditional arranged marriage that is usually organised by family members, where there may be no intention to circumvent immigration law.
- 3.11 If you have any concerns that a marriage may be a sham, you should contact your local superintendent registrar, who, if satisfied, is obliged to report the facts of the matter to the Home Office. You can report your suspicions to the superintendent registrar at any time before or after the marriage has taken place. It is important to remember that a sham marriage is not an impediment to a marriage and therefore is not a reason to prevent a ceremony from proceeding. If you are in any doubt, you should contact your local superintendent registrar for advice.

Mental capacity

- 3.12 Both parties to the marriage must have the mental capacity to understand the nature of the marriage that they are about to contract. A person should understand:
- (i) that they are taking part in a marriage ceremony and understands the words used;
 - (ii) the nature of the marriage contract. This means the person must be capable of understanding the duties and responsibilities which normally attach to marriage.
- 3.13 A person's mental capacity will have been assessed and considered at the time they gave their notice of marriage. However, if at pre-marriage questioning you have any concerns, you should immediately discuss the matter with your local superintendent registrar or GRO. A marriage cannot proceed if a person does not have the mental capacity to marry.
- 3.14 A key principle of the Mental Capacity Act 2005 is that a person must be assumed to have capacity unless it is established that he/she lacks capacity. It should never be assumed that because a person has a learning disability, that they lack the capacity to marry.

4 Registrations

Marriage registers

- 4.1 Section 55 of the Marriage Act 1949 requires that the marriage must be registered in duplicate immediately after the ceremony has taken place.
- 4.2 Where a marriage takes place in a building which has its own set of registers, these must be used. The only exception to this is where a couple plan to marry in a building which is then temporarily closed for repairs or rebuilding. The marriage is then registered in the registers of the closed building.
- 4.3 Where a marriage takes place in a building which has no registers, the registers from the parish church (or nearest parish church) should be used.
- 4.4 A marriage by special licence, elsewhere than in a church, should be recorded in the registers of the parish church of the parish in which the place of marriage is situated. Where such a marriage takes place in a church in an extra parochial place, the marriage should be recorded in the registers of the nearest parish church.
- 4.5 If the building is being shared with a non-conformist denomination, you should not use the registers issued to them.

For further guidance on the use of marriage registers including for the marriage of housebound or detained persons, please refer to the Faculty Office booklet "Anglican Marriage in England and Wales. A guide to the law for Clergy".

- 4.6 The entry must only be completed by the Clerk in Holy Orders who solemnised the marriage ceremony.
- 4.7 The entry must be in the next available numbered blank space in each duplicate register using registration ink. If you make the entry at different places in the two registers, please do not alter the numbers. Instead, make a note in the margins of both books of the entry number to refer to in the other register e.g. *"This marriage is recorded at entry number..... in the duplicate register"*.
- 4.8 If you need to spoil an entry, please ring GRO for advice.
- 4.9 With regard to marriages in naval, military and air force chapels, see Appendix D.
- 4.10 In the case of churches of newly-created ecclesiastical parishes or of chapels newly licensed for marriages by the bishop, assurance is required from the Diocesan Registrar or from some other authoritative source that marriages may lawfully be solemnized therein before the register books are supplied to the officiating minister.

Commencement of entries

- 4.11 In no circumstances should an entry be written in a register book until the marriage to which it relates has been legally completed.

Completing the register entries

- 4.12 Register entries should always be completed in black registration ink and in distinct and clear handwriting; surnames should be in capital letters. Abbreviations should not be used, except for signatures. Every column must be completed without overlapping into the next column. If no information is given, a line should be drawn in the column and the information should be completed from responses from the couple to your questions and not from the superintendent registrar's certificate.

The heading

- 4.13 Complete the year, the name of the building (only include the address if the name is similar to that of another building in the same district and could lead to confusion) the name of the district and the name of the non-metropolitan county, metropolitan district or London borough.

Column 1 – When married

- 4.14 Enter the date of the marriage; the day and month should be written in words and the year in numbers e.g. First January 2010.

Column 2 – Name and surname

- 4.15 Traditionally the man's names are recorded in the top box and the woman's below; if you enter the details the other way round, a correction is not required. The surnames should be written in capital letters.
- 4.16 The names will usually be those entered on the banns form/superintendent registrar's certificate, but you should enter them in accordance with the information given by the parties and not that contained in the documentation.
- 4.17 Sometimes a person uses, and is known by, two names at the same time – in this instance both names should be entered using "otherwise". If either of the couple have been known by another name, you should try to link both names using "formerly known as" providing that the party does not object. If the party does object, you should advise them that unless both names are entered, difficulties may arise in future years concerning the identity of the party. If the party still objects, you should enter the name and surname by which he/she is known.
- 4.18 Where one of the parties have changed their name by deed poll and it has been registered with the Central Office of the Supreme Court of Deeds at the Royal Courts of Justice, the assumed name and surname only should be entered followed by "(name changed by deed poll)". If registered, the Deed Poll will contain three stamps. The first stamp will state 'High court enrolment' and a number; the second stamp will state 'filed/enrolled' and the third stamp will state the date'.

Column 3 – Age

- 4.19 Enter the ages of the couples in completed years followed by the word "years" (all lower case) e.g. 25 years.

Column 4 – condition

- 4.20 Confirm the condition of the couple and enter it using one of the following descriptions:

- Never previously married/formed a civil partnership = Single

- Married/formed a civil partnership before but:

husband/wife has died	widow/widower
civil partner has died	surviving civil partner
the court has granted a decree of presumption of death and dissolved the marriage	previous marriage dissolved
the court has granted a decree of presumption of death and dissolved the civil partnership	previous civil partnership dissolved
marriage has ended in divorce	previous marriage dissolved
the couple were previously married to each other and the marriage ended in divorce and there has been no intervening marriage.	Previously married atonMarriage dissolved on (inserting the particulars of the place and date of the previous marriage and the date of its dissolution)
the couple re-marry where there is doubt as to the validity of a previous ceremony	Previously went through a form of marriage at..... on (inserting the particulars of the place and date of the previous ceremony)
civil partnership has ended in dissolution	previous civil partnership dissolved
marriage is void or found void by a decree of nullity of the Court	use the condition which applied before the void marriage e.g. single/widow
civil partnership is void and has been annulled by a final order of nullity by the court	use the condition which applied before the void civil partnership e.g. single
marriage was voidable and has been annulled by the Court and the decree nisi of nullity was granted on or after 1 August 1971	previous marriage annulled
marriage was voidable and the decree nisi was granted before 1 August 1971	use the description which applied before the voidable marriage e.g. widower/previous marriage dissolved
civil partnership was voidable and has been annulled by a final order of nullity of the court	previous civil partnership annulled

- There may be occasions where the parties to a marriage have validly registered a civil partnership to each other, the civil partnership has been ended by order or dissolution or annulment and there has been no marriage or civil partnership with a third person. Referral to the previous civil partnership would disclose that one of the parties has changed gender. However, if both parties specifically request that the registration refers to their previous civil partnership, you should advise them that it will show that one of them has changed gender, and you should use one of the following descriptions:

- terminated by dissolution: use *'Previously formed a civil partnership at...on....Civil partnership dissolved on.....'*

or

- terminated by nullity: use '*Previously formed a civil partnership at.....on.....Civil partnership annulled on.....*'

For further advice, please contact GRO.

Column 5 - rank or profession

- 4.21 You need to record the occupations of both parties in as much detail as possible. You should not use "unemployed" and should try to establish a previous form of employment. You may record unpaid occupations such as "housewife" or "home duties". For further examples of how to record a person's occupation, please see Appendix D.

Column 6 – residence at the time of marriage

- 4.22 Enter the current full addresses of the couple. Please write a full address for both the bride and groom, even if they live at the same address. Please do not use ditto marks or "as above".

Column 7 – father's name and surname

- 4.23 Enter the full names of both fathers. The name of a person's natural father should be entered, regardless of whether the person's parents were ever married to one another.
- 4.24 The term father may also include step-father, as long as he is or has been married to the mother. You may enter the step-father's name instead of the natural father's name if either party requests you do so (qualified by "step-father").
- 4.25 If either father has died, you should note this after his name e.g. John SMITH (deceased).
- 4.26 If one of the couple has been adopted, the adoptive father's name can be recorded if:
- the adoptive father and son/daughter have the same surname; use that father's name with no further explanation needed.
 - the adoptive father's name is different; an explanation may be added if wished e.g. George Barnes (adoptive father).
 - a woman was the sole adopter; her name may be included with an explanation if wished e.g. Mary Barnes (adoptive parent).
- 4.27 If either of the couple does not wish to supply their fathers' details, you should put a line in the box.

Column 8 – rank or profession of father

- 4.28 Enter a full description of the occupation of each father. If the father has retired, note this under the job description e.g. car salesman (retired). You should enter this even if the father has since died. Please do not use abbreviations.
- 4.29 If either of the couple does not wish to supply this information, you should put a line in the box.

The attestation

- 4.30 Immediately beneath the boxed section you need to enter the name of the registered building, the title of the denomination under whose rites the marriage has taken place and by certificate.

Description of authority on which marriage was solemnized

- 4.31 In the line commencing 'Married in the

Examination of entry by the parties to the marriage

- 4.32 The incumbent should then ask the couple to examine the entry carefully. If they cannot read, it should be read to them.

Signing the entry

- 4.33 The incumbent should then check the entry in both registers with the parties to ensure that they are correct. If a discrepancy is found at this stage it can be amended by a numbered correction. See Chapter 5 for further guidance.

When the couple are satisfied that the entry is correct, they must sign the attestation in their usual manner.

The witnesses then sign the entry.

If a signature is illegible, print the name in pencil in the margin of the entry.

Where a person makes a mark or signs in a foreign language, you should write either:

- "the mark of....."

or

- "the signature of....."

next to the mark or signature and then input the forenames and surnames of that person.

- 4.34 Once the incumbent is satisfied that the entries are correct, they must add their signature and designation; e.g. 'Rector', 'Vicar', etc. When a marriage is solemnized by the incumbent or curate of a parish other than that in which the marriage takes place, he or she should describe himself or herself in the attestation as 'Rector (Vicar, or Curate) ofadding the name of his or her incumbency or parish. The entry is only complete when the officiating minister has added their designation and signature.

The couple or the witnesses must not be asked to sign the marriage certificate or

quarterly return.

Bilingual registration in Wales

- 4.35 If the couple ask for a bilingual registration, and the marriage has taken place in Wales, as long as they can provide the necessary information in both English and Welsh and you can write and understand Welsh, you may complete the registration in both English and Welsh.
- 4.36 You will need to use a register printed in both languages and insert the English details first with the Welsh underneath.
- 4.37 Some useful translations include:

Single	Sengl
Widower	Gŵr gweddw
Widow	Gwraig weddw
Surviving civil partner	Partner sifil goroesol
Previous marriage dissolved	Priodas flaenorol wedi'i therfynu
Previous marriage annulled	Priodas flaenorol wedi'i dirymu
Previous civil partnership dissolved	Partneriaeth sifil flaenorol wedi'i therfynu
Previous civil partnership annulled	Partneriaeth sifil flaenorol wedi'i dirymu
Previously married at ... on ... Marriage dissolved on ...	Priodwyd o'r blaen yn ... ar y ...; terfynwyd y briodas ar y
Previously married at ... on ... Marriage annulled on ...	Priodwyd o'r blaen yn ... ar y ...; y briodas wedi'i dirymu ar y ...
Previously formed a civil partnership at ... on ...; Civil partnership dissolved on ...	Ffurfiwyd partneriaeth sifil o'r blaen yn ... ar y ...; terfynwyd y bartneriaeth sifil ar y ...
Previously formed a civil partnership at ... on ...; Civil partnership annulled on ...	Ffurfiwyd partneriaeth sifil o'r blaen yn ... ar y ...; y bartneriaeth sifil wedi'i dirymu ar y ...
Previously went through a form of marriage at..on..	Aethpwyd o'r blaen drwy ddefod priodas yn.....ar y.....
Deceased	Ymadawedig
Certificate	Tystysgrif
Adoptive parent	Rhiant trwy fabwysiad
Step-father	Llystad

Filled register books

- 4.38 Once a set of registers is full, you should keep one in the safe and deposit the second with the superintendent registrar.

Searching and issuing certificates

- 4.39 Every incumbent who has marriage registers in their custody must allow searches to be made "at all reasonable hours" under the provisions of section 63 of the Marriage Act 1949. Any search should be made by or in the presence of the incumbent or church official. Where a search is required in completed registers which have been deposited with the local Superintendent Registrar and/or an Archivist, the location details of these registers should be provided.

- 4.40 The Act also allows for you to issue a certificate of any entry in those registers. Any certificates issued to the public must be issued on the certificate stock supplied by GRO and be complete copies of the original entries, including any corrections (marginal notes). Do not include numbered errors in a copy of a marriage entry if they were made before the entry was completed. A certificate is the only format in which you can release data held in marriage registers. If you are asked to release data in any other format, please contact the Data Unit at GRO for further advice.
- 4.41 If an error is made when issuing a certificate, the certificate must be spoilt and a fresh one written. This is done by noting the counterfoil and disposing of the certificate in a secure manner. Further guidance on this practice can be obtained from your local register office.
- 4.42 Any certificate issued must be signed by a member of the Clergy of the Church of England or Church in Wales, who is officiating at the church.

Register from which copies are to be made

- 4.43 When an error has been made in one book only, a certified copy of the entry should be made from the book containing the correct entry. The marginal error numbers will not, therefore, always run consecutively in the certified copies.

Examples of entries

- 4.44 Examples of marriages registrations can be found in Appendix G.

5 Corrections

- 5.1 There are two types of corrections – those discovered before the entry is complete and those discovered afterwards (an entry is complete after you have signed it and added your official designation). For any error, there is a formal procedure and you should not make a correction by overwriting or rubbing it out.

For errors in the heading of the entry or to cancel entries, please ring GRO for advice.

Before the entry is complete

Numbered corrections

- 5.2 All errors should be numbered consecutively throughout the register. When you make a correction, you should write the number of the error in figures beside it and repeat the number in words in the margin, with your initials. For example:

- if a word is incorrect, draw a line through it and write the correct word above it e.g.

Column 2	margin
Ann (1)	
Anne SMITH	One and your initials

- if a word has been omitted, either insert a caret (^) where the word should be and write the missed out word immediately above or if there is enough space to write the word insert it e.g.

Column 2	margin
John (2)	
Peter ^ SMITH	Two and your initials
Peter John SMITH (3)	Three and your initials

- if any group of figures is wrong, you should strike through the whole group and replace with the correct figures above e.g.

Column 1	margin
1989 (4)	
1988	Four and your initials

- if one of the parties or witnesses has made an error in his or her signature, ask them to sign again and number the correction accordingly.

- 5.3 A numbered correction can only be made before the entry has been completed.

Particulars transposed

- 5.4 If you have transposed the particulars into the wrong columns, you should write in the margin of the entry “The particulars in columns....and.....inadvertently transposed” and initial it.

Errors in duplicate registers

- 5.5 Errors and corrections should not be repeated for the sake of uniformity and therefore the numbering of errors may not match in both registers.

5.6 All errors as outlined above must be reproduced in quarterly certified copies.

After the entry is complete

5.7 If an error is discovered in the registers after the entry is complete, the couple may wish to have it corrected. To do this they will need to complete an application form which is then sent into the GRO casework team.

An example of the form and guidance notes can be found in Appendix H. The application form and guidance notes are available for the couple to download from the “correct a marriage” pages on the [GOV.UK](https://www.gov.uk) website or can be obtained from either the local register office or GRO.

5.8 There are certain legal requirements for all corrections:

- all corrections must be made in the margin without altering the original details
- corrections must be made in the presence of the parties married. In the absence of one or both of parties to the marriage, the correction can be made in the presence of the superintendent registrar and two credible witnesses. The Church or Chapel wardens can replace these required parties to witness the correction.
- if witnesses are nominated, they should have personal knowledge of the facts of the case
- the marginal note must be signed by the persons in whose presence it is made and by the incumbent, along with their designation and date of the correction
- corrections must be made in both duplicate registers (if the error occurs in both); if one register has already been deposited with the superintendent registrar and or archivist, they will, at your request, arrange for it to be released to you
- the quarterly certified copies should also be updated; if they have already been sent to the superintendent registrar, you must complete an occasional copy form and send it to GRO.

Examples of corrections

5.9 Examples of marriages corrections can be found in Appendix H.

6 Quarterly Certified Copies of marriage entries

Preparation of quarterly copies

- 6.1 At the end of every quarter (March, June, September and December) you must send a certified copy of every entry made in the preceding quarter, in accordance with section 57 of the Marriage Act 1949. You need to send your returns (including nil returns) to the registrar of births and deaths and will be paid a fee by the local superintendent registrar for every entry made. The superintendent registrar will certify and forward the returns to GRO.
- 6.2 If no marriages have been registered during the quarter, you will need to complete and send a 'Nil Return' form, available from the register office.
- 6.3 As the certified copy will be keyed by staff at GRO onto a computer to complete the national record of registrations, and for the production of certificates, it is vital that your handwriting is clear and legible. Surnames should be written in block capitals.
- 6.4 Your copies must be completed on the forms called "Forms to be used by clergymen for making returns to the Registrar General" (Form 30) and started on the side which has the words 'Commence on this side' printed at the top of the page.
- 6.5 When preparing your quarterly copies, please use registration ink and copy all marginal notes and error numbers exactly as they appear on the marriage entry.

Copies for each quarter to be kept separate

- 6.6 Only enter marriages from the same quarter onto a quarterly copy form. If an entry from a previous quarter has been missed in the last return, please use a new quarterly return sheet.
- 6.7 Prepare and keep copies in register order. If any entries have been inadvertently missed out, reproduce these in their proper numerical order.
- 6.8 The copies must be exact copies of all the information in the entry, including every correction, misspelling, marginal note and number. Copies of signatures must be legible. If a signature is in foreign characters, you should add "The signature of" (full name and surname) and copy it the best you can.

Register from which copies are to be made

- 6.9 When an error has been made in one book only, any certified copy of the entry should be made from the book containing the correct entry. The marginal error numbers will not, therefore, always run consecutively in the certified copies.

Errors in quarterly copies

- 6.10 Any copying error found to have been made in the preparation of the quarterly copies should, if possible, be rectified by striking out the error made in the quarterly copy and inserting above it the correct particulars as shown in the original entry. (This procedure applies only to the correction of copying errors made during the preparation of quarterly copies – for guidance on correcting of errors in the register, see Chapter 5.)

Certification of copies

- 6.11 When you have completed the copies, check that they agree with the originals and then sign and add your designation to the form of certification at the bottom of the second page of each sheet. The General Register Office will not accept copies without your signature.
- 6.12 You need to ensure that the date of certification is not earlier than the date of any note in the margin.

Offences and Penalties

- 6.13 Section 76 of the Marriage Act 1949 sets out certain provisions to impose penalties on persons who refuse or neglect to register marriages, or to make and deliver the certified copies and certificates required of them, or who carelessly lose or allow damage to the registers or copies e.g. the tearing of a leaf from a register book.

7 Baptism

Certificate of Name Given in Baptism

- 7.1 The Births and Deaths Registration Act 1953 allows for a baptismal certificate issued by the clergy, to be used for the purpose of having the baptismal name inserted in the birth registration when no forename was given to the child at registration or when the child was baptised in a forename differing from that entered in the register.
- 7.2 A form "Certificate of name given in baptism" needs to be completed by the officiating minister or person, who has custody of the baptismal register, and given to the appropriate superintendent registrar to enable the update to be made to the registration. A book of these forms can be obtained (free of charge) from GRO. A copy of the form is in Appendix I.
- 7.3 The addition of the baptismal forename to a birth registration can only be made when the baptism has taken place up to 12 months after the birth registration. When a baptismal forename is recorded in the birth register, it will entirely supersede any forename which may have previously been given to the child.
- 7.4 The Baptismal Registers Measure 1961 relates to baptism according to the rites of the Church of England. It enables a short certificate of baptism to be issued from an entry in the registers of baptisms. The Measure also provides that in the case of a person who was legitimated since they were baptised, the entry in the baptismal register can be annotated to record the legitimation and to add the name of the father to that register where it has been omitted. The person applying for the baptismal register to be annotated in this way must produce to Clerk in Holy Orders who has custody of the baptismal register, a birth certificate showing that the birth has been re-registered as that of a legitimated person.

8 Burial

Births and Deaths Registration Act 1926

Authorities for burial

- 8.1 Under the provisions of the Births and Deaths Registration Act 1926, the body of a deceased person may not (subject to the exception mentioned in paragraph 8.5 below) be buried before a Certificate for Burial or Cremation (green form 9) is issued by a registrar of births and deaths or an order of the coroner has been delivered to the “person effecting the disposal”.
- 8.2 The “person effecting the disposal” is defined by either:
- Section 12 of the Births and Deaths Registration Act 1926, as the person who has custody of the register of burials in which the disposal is to be registered e.g. the parish incumbent.
- or
- The Burial Laws Amendment Act 1880 or Section 4 of the Welsh Church (Burial Grounds) Act 1945 for a burial in the churchyard or graveyard of a parish or ecclesiastical district, as referring to the relative, friend or legal representative who is charged or is responsible for the burial of the deceased person.

Registrar’s certificate and coroner’s order

- 8.3 Where the death occurred in England or Wales, either a coroner’s order (an example of this order is at Appendix N) or a registrar’s certificate must be produced before burial. The registrar’s certificate is either a:
- certificate that the death has been registered; or
 - a certificate that he or she has received notice of the death.

Both forms of certificate are incorporated in a single official form. An example of the registrar’s certificate (part b) is at Appendix L.

Certificate that death is not required to be registered

- 8.4 Where the body is that of a person whose death took place elsewhere than in England or Wales, a registrar’s certificate or coroner’s order is still necessary. If no coroner’s order has been issued, the registrar’s certificate will confirm that the death does not appear to be required by law to be registered in England or Wales. An example of this form is at Appendix M.

Certificate or order lost or mislaid

- 8.5 If the incumbent is satisfied, by a written declaration in the prescribed form, that the required documentation has been issued and there is a satisfactory explanation why it cannot then be produced to him, he may allow the burial to proceed e.g. where the document has been inadvertently mislaid or left behind by the relatives, the burial need not be postponed to wait its production. The prescribed form of declaration is shown in Appendix O (Section 1 (i) of the Act). Prints of this form are not officially provided, but any declaration made must be written in the precise terms as prescribed. (See paragraph 8.9 below).

This is the only exception to the rule that a registrar’s certificate or coroner’s

order must be produced before the burial is allowed to take place.

Notification of disposal to registrar

- 8.6 Under the Act, it is the duty of the “person effecting the disposal” to deliver to the registrar of births and deaths for the sub-district in which the death took place, within 96 hours of the burial, a notification in the prescribed manner as to the date, place and means of disposal of the body. The registrar’s certificate or coroner’s order which is produced to authorise the burial contains a detachable portion for the purpose of this notification. The Regulations made by the Registrar General prescribes that this detachable portion is used for notifying the disposal of the body of the deceased person to whom the certificate or order relates. Therefore, the detachable portion of a registrar’s certificate or coroner’s order may not be used to notify the disposal of the body of any other person.
- 8.7 Where an incumbent has proceeded with the burial before receiving the registrar’s certificate or coroner’s order, but has been satisfied that one of these documents was in fact issued, they should, wherever possible, obtain the document and use the detachable portion of it for notifying the registrar of the disposal. If, however, the document cannot be produced, the incumbent must carry out the duty to notify the disposal by sending to the registrar a written statement of the date, place and means of disposal. This statement must be in the form shown under the heading ‘Part C’ in Appendix K.

Still-births

- 8.8 Still-births are required to be registered by the registrar of births and deaths; and the authority which must be delivered to ‘a person who has control over or who ordinarily buries bodies in any burial ground’, before he buries a still-born child or permits it to be buried, will be either:
- a coroner’s order for burial or
 - a certificate by the registrar that they have
 - a) registered the still-birth or
 - b) received written notice of the still-birth.

A registrar’s certificate will be issued on an official form and described as either;

- a ‘Certificate for Burial or Cremation (Still-Birth)’ for use after registration, or
- a ‘Certificate for Burial (Still-Birth)’ for use before registration.

However, both forms of certificate are incorporated in a single official form. An example of this form is at Appendix K.

It is not necessary for the burial of the body of a still-born child to be notified to the registrar, and therefore the forms of registrar’s certificate do not contain a detachable portion.

- 8.9 The provision mentioned in paragraph 8.5 above, allowing burial to take place upon a written declaration in the absence of a registrar’s certificate or coroner’s order, does not apply to the burial of the body of a still-born child.

- 8.10 Ministers are advised to see that their clerks or sextons clearly understand the provisions set out above.

Births and Deaths Registration Act 1874

- 8.11 Section 18 of the Births and Deaths Registration Act 1874, provides that:

'A person shall not wilfully bury or procure to be buried the body of any deceased child as if it were still-born. A person who has control over or ordinarily buries bodies in any burial ground shall not permit to be buried in such burial ground the body of any deceased child as if it were still-born. Any person who acts in contravention of this Section shall be liable to a penalty not exceeding ten pounds'.

Notice required for burial of two or more bodies in one coffin

- 8.12 Section 19 of the Act of 1874 contains the following enactment to meet cases in which more than one body is buried in a coffin:

'Where there is in the coffin in which any deceased person is brought for burial the body of any other deceased person, or the body of any still-born child, the undertaker or other person who has charge of the funeral shall deliver to the person who buries or performs any funeral or religious service for the burial of such body or bodies notice in writing signed by such undertaker or other person and stating to the best of his knowledge and belief with respect to each such body the following particulars:

(a) If the body is the body of a deceased person - the name, sex and place of abode of the said deceased person;

(b) If the body has been found exposed, and the name and place of abode are unknown - the fact of the body having been so found and of the said particulars being unknown; and

(c) If the body is that of a deceased child without a name, or a still-born child - the name and place of abode of the father, or, if it is illegitimate, of the mother of such child.

Every person who fails to comply with this section shall be liable to a financial penalty'.

- 8.13 The undertaker's notice must be in writing; and it should be clearly understood that, whenever two or more bodies are in one coffin, the notice required under Section 19 must be given in addition to (not instead of) the certificates or orders required under the Births and Deaths Registration Act 1926, to be delivered to the person effecting the disposal.

Burial Laws Amendment Act 1880

Notice of intended burial

- 8.14 Section I of the Burial Laws Amendment Act 1880, provides that any relative, friend or legal representative having the charge of, or being responsible for the burial of a deceased person which it is desired, shall take place under the provisions of that Act

in a churchyard or graveyard of a parish or ecclesiastical district, shall give 48 hours' notice in writing of such intended burial to the rector, vicar or other incumbent, or, in his or her absence to the officiating minister in charge of the parish or ecclesiastical district or place, or to any person appointed by him or her to receive such notice.

Certificate of burial

- 8.15 Section 10 of the Act provides that when any burial has taken place under the Act in the churchyard or graveyard of a parish or ecclesiastical district, the person having the charge of or being responsible for the burial shall, on the same day or the day immediately following, send a certificate of burial, in the prescribed form or to the same effect, to the rector, vicar, incumbent or other officiating minister in charge of the parish or district in which the churchyard or graveyard is situated or to which it belongs. See Appendix P.
- 8.16 The notice required to be given under Section 10 of the Burial Laws Amendment Act 1880, is independent of, and in addition to, the notification required to be given under Section 3 of the Births and Deaths Registration Act 1926 to the registrar of births and deaths for the sub-district in which the death took place.

9 Frequently asked questions

- **What do I do if I cannot get into my safe to get my registers?**

A number of register offices hold emergency stock. If you cannot get your registers, you will need to contact the superintendent registrar at one of the following districts and once you have collected them, notify GRO, Registration Supplies Unit.

Birmingham	Essex (Colchester)	Nottingham
Brighton and Hove	Gwynedd (Bangor)	Oxfordshire (Oxford)
Bristol	Hull	Powys (Llandridnod)
Cambridgeshire (Cambridge)	Kent (Maidstone)	Plymouth
Camden	Lancashire (Lancaster)	Sheffield
Cardiff	Leeds	Shropshire (Shrewsbury)
Carlisle	Lincolnshire (Lincoln)	Somerset (Taunton)
Carmarthenshire (Carmarthen)	Manchester	Southampton
Cornwall (St Austell)	Newcastle upon Tyne	Southend on Sea
Darlington	Northamptonshire (Northampton)	Swansea
Devon (Exeter)	Norfolk (Norwich)	

It is the minister's responsibility to make arrangements to collect these emergency registers during the normal office hours of the superintendent registrar concerned.

- **What do I do if I have lost the key to my safe?**

See above for advice as to how to access emergency registers. You will need to contact a local locksmith or the safe manufacturer for a replacement key.

- **What do I do if the building in which the marriage was to take place is unavailable?**

Following civil preliminaries, if the building named on the superintendent registrar's certificate is unavailable, the couple will be required to give fresh notice to marry elsewhere. This will mean that they will have to wait for a further 28 clear days before the marriage can take place.

If there are exceptional circumstances and compelling reasons, the Registrar General may consider reducing the waiting period. You should advise the couple to speak to their local superintendent registrar in these circumstances.

Please note that if the building should become suddenly unavailable on the day of the marriage, the marriage will not be able to take place.

- **What should I do if I do not have the required superintendent registrar's certificates?**

Following civil preliminaries, the superintendent registrar's certificates will be posted out to you (unless local arrangements are made for the collection of the certificates). If the certificates do not arrive, you should contact the register office to see whether they have been issued; if the superintendent registrar confirms that they have been issued, you may proceed with the marriage. The register office will forward you duplicate certificates to attach to submit with your quarterly return.

- **What should I do with the photographic template issued by the superintendent registrar?**

The photographs should be destroyed following the wedding using a method of confidential disposal. If this is not possible, you should return the photographs with your quarterly copies to the superintendent registrar.

- **Do I still need to check the details of someone known to me?**

Yes, you need to check the nationality of all parties to the intended marriage to establish if the couple need to give notice via civil preliminaries.

Appendices

Appendix A

Useful contact details

GRO
General Register Office
Smedley Hydro, Trafalgar Road
Southport
Merseyside
PR8 2HH
Tel: 0300 123 1837
Email: grofirstpointofcontact@gro.gsi.gov.uk

GRO, Data Unit
Tel: 0151 471 4833
Email: gro.fdu@gro.gsi.gov.uk

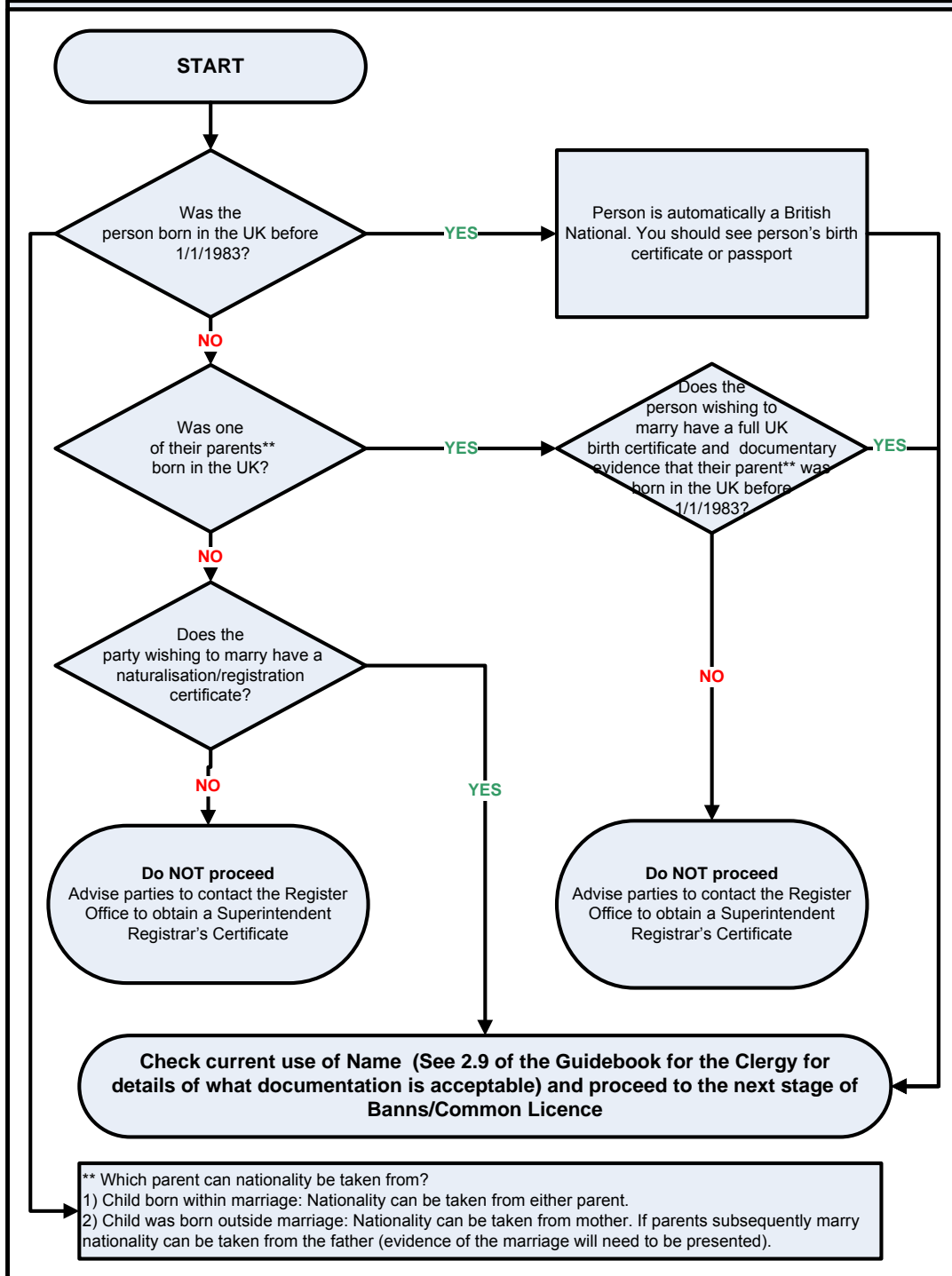
GRO, Registration Supplies Unit
Tel: 0151 471 4810
Email: registration.supplies@gro.gsi.gov.uk

Ecclesiastical Stationery Supplies
1 Rookwood Way, Haverhill, Suffolk, CB9 8PB
Tel: 01440 703303

Forced Marriage Unit, Foreign &
Commonwealth Office
Tel: 0207 008 0151

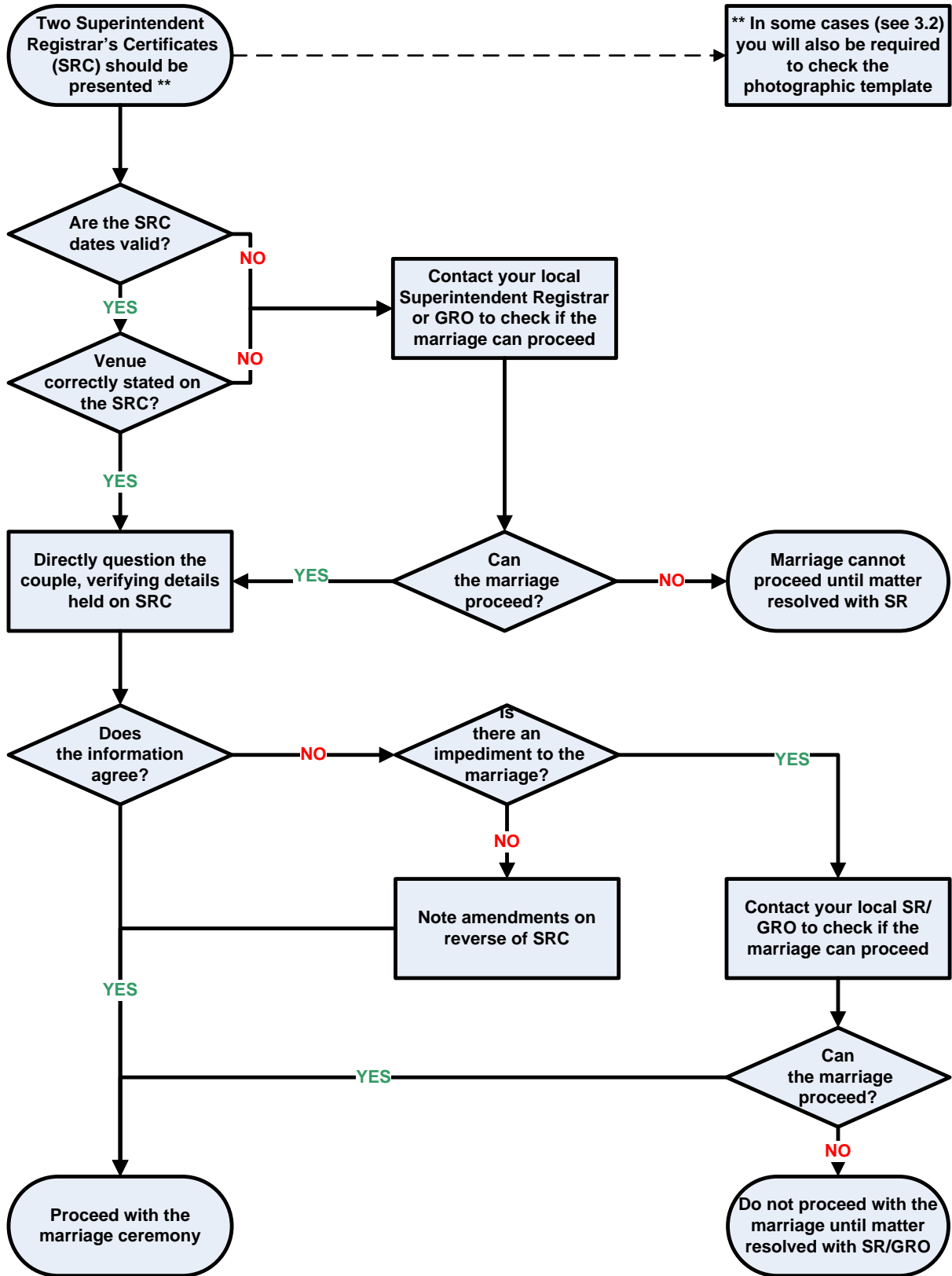
Appendix B - How to establish British Nationality

Guidance for the Clergy – How to establish British Nationality for those who DO NOT have a current British Passport



Appendix C – Pre-marriage checks following civil preliminaries

Guidance for the Clergy - Pre-Marriage Checks and Questioning



Appendix D - Naval, Military and Air Force Chapels

Part V (sections 68 to 71) of the Marriage Act 1949 enables the bishop of the diocese in which a naval, military or air force chapel is situated, to authorise the publication of the banns of marriage and the solemnization of marriages in the chapel according to the rites of the Church of England or the Church in Wales.

However, before this can take place, the Secretary of State for Defence (or any person authorised by him) has to have:

- licensed the building,
- appointed one or more members of the clergy to register marriages solemnized according to the rites of the Church of England in each licensed chapel, and advised GRO of the above actions.

Marriages which are solemnized in a chapel licensed in accordance with these provisions must:

- only be in the presence of an appointed minister,
- be registered in the marriage register books supplied by the Registrar General for use in the chapel, and
- have at least one of the parties to the marriage be a “qualified person” when banns are first published or notice of marriage (civil preliminaries) are given.

A 'qualified person' is someone who:

- is a man or woman serving in any of the regular armed forces of the crown; or
- has served in any force included above, otherwise than with a commission granted or under an engagement entered into only for the purpose of war or other national emergency; or
- is a member of a reserve of officers, a reserve force, the Territorial and Volunteer Reserve Army or the Royal Auxiliary Air Force, called out on actual or permanent service, or embodied; or
- is a son or daughter, including an adopted son or daughter, stepson or stepdaughter of a person qualified under any of the foregoing paragraphs.
- is a member of the forces of one of the following countries stationed in England and Wales, or the daughter of a member of any such force:

Australia	Guyana	Norway
Bangladesh	India	Portugal
Barbados	Italy	Sierra Leone
Belgium	Jamaica	Singapore
Botswana	Kenya	Sri Lanka
Canada	Lesotho	Swaziland
Cyprus	Luxembourg	Tanzania
Denmark	Malawi	Tonga
Fiji	Malaysia	Trinidad and Tobago
France	Malta	Turkey
Gambia (The)	Mauritius	Uganda
Germany	Netherlands	United States of America
Ghana	New Zealand	Zambia
Greece	Nigeria	Zimbabwe

- or a military member (or his daughter) of any of the following headquarters and defence organisations; or a civilian member (or his daughter) of any of those headquarters or organisations, who is not a citizen of the United Kingdom and Colonies;

The Supreme Headquarters Allied Powers Europe (SHAPE)

The Headquarters of the Supreme Allied Commander Atlantic (SACLANT)

The Headquarters of the Allied Commander in Chief Channel (CINCHAN)

The Headquarters of the Commander of the Allied Maritime Air Force, Channel Committee (COMMAIRCHAN)

The Headquarters of the Commander in Chief of the Eastern Atlantic Area (CINCEASTLANT)

The Headquarters of the Commander of the Maritime Air Eastern Atlantic Area (COMMAIREASTLANT)

Appendix E - Description of Occupation

The following are examples of the description of occupation that, subject to the wishes of the parties, should be used when recording a rank or profession

The kind of industry/business and any professional qualification should be added.

Agent	Letting Agent, Estate Agent, Booking Agent, Literary Agent
Civil Servant	Official rank to be stated, followed by the name of the Department in which employed e.g. Administrative Officer, Ministry of Defence
Clerk	Audit clerk, Shipping Clerk, Purchasing Clerk, Advertising clerk
Designer	Garden Designer, Costume Designer, Set Designer, Graphic Designer
Director	Film Director, Company Director, Marketing Director, Funeral Director
Driver	Fork Lift Truck Driver, Coach Driver, Driver – Hot Food Delivery, Taxi Driver
Engineer	Civil Engineer, Electrical Engineer, Computer Engineer.
Fitter	Tyre/Exhaust Fitter, Electrical Fitter, Carpet Fitter, Machine Tool Fitter
Labourer	Agricultural Labourer, Building Labourer, General Labourer
Manager	Retail Shop Manager, Sales Manager, Project Manager, Bank Manager
Officer	Finance Officer, Clerical Officer, Prison Officer, Welfare Officer
Technician	Technical Assistant A.M.I.Mech.E, Department of Trade and Industry.

Appendix F- Example of a superintendent registrar's certificate for marriage



CERTIFICATE FOR MARRIAGE
Pursuant to the Marriage Act 1949

Marriage Act 1949, S.31(2)

_____ *

Date and time of marriage

..... Superintendent Registrar of the district of

certifies that on the † notice was given byand duly entered in the Marriage Notice Book of the said district of the marriage intended to be solemnized between the parties hereinafter named and described.

Name and surname (1)	Age (2)	Condition (3)	Occupation (4)	Place of residence (5)	Period of residence (6)	Church or other building or residence in which the marriage is to be solemnized (7)	Nationality and district of residence (8)
	years						
	years						

The issue of this certificate has not been forbidden by any person authorised to forbid the issue thereof.

Date of issue.....

Note: This certificate will be void if the marriage is not solemnized within ** one month/three months/twelve months from the date of entry of notice given above (See †).

The marriage must be solemnized on or before

* The Serial No. in the Marriage Notice Book must be entered in this space.

† When the marriage has been solemnized the No. of the Entry in the Marriage Register Book must be entered in this space.

First party's father's name:
Second party's father's name:

** Delete whichever does not apply

Form 262

B0435(a) 11/14

Appendix G

Examples showing how marriages, solemnized by members of the clergy, should be registered

Example 1: Marriage after banns.

2010 Marriage solemnized at <i>the Parish Church</i> in the <i>Metropolitan Borough of Sefton</i>								
Parish of <i>Christchurch, Southport</i>								
Columns:-	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
32	<i>Seventeenth April 2010</i>	<i>Henry HARKER</i>	<i>37 years</i>	<i>Single</i>	<i>Bank Clerk</i>	<i>6 Epsom Road, Croydon CRO 4NB</i>	<i>Charles HARKER (deceased)</i>	<i>Timber Merchant</i>
		<i>Patricia DAWSON</i>	<i>29 years</i>	<i>Widow</i>	<i>-----</i>	<i>73 Lord Street Southport PR9 0QP</i>	<i>James MARTIN</i>	<i>Solicitor</i>
Married in the <i>Parish Church</i> according to the rites and ceremonies of the Church of England						by <i>-----</i> or after <i>Banns</i> by me,		
This marriage was solemnized between us		<i>X the mark of Henry Harker</i> <i>Pat Dawson</i>		in the presence of us		<i>W F Thompson</i> <i>Robert Martin</i> <i>Montagu Curtis</i> <i>Vicar</i>		

Example 2: Marriage by licence. Showing how to correctly record an Earl and a Dowager Marchioness in the entry.

2011 Marriage solemnized at <i>the Parish Church</i> in the <i>Royal Borough of Kensington and Chelsea</i>								
Parish of <i>St. Luke, Chelsea</i>								
Columns:-	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
17	<i>Fifth January 2011</i>	<i>Francis George DEBENHAM</i>	<i>44 years</i>	<i>Single</i>	<i>Earl of Barford</i>	<i>Grately Manor Suffolk</i>	<i>Frank William DEBENHAM (deceased)</i>	<i>Earl of Barford</i>
		<i>Maud Ellen LATIMER</i>	<i>42 years</i>	<i>Widow</i>	<i>Dowager Marchioness of Chalfont</i>	<i>14 Belmont Place London S.W.</i>	<i>Hugh Geoffrey COLEMAN</i>	<i>Baronet</i>
Married in the <i>Parish Church</i> according to the rites and ceremonies of the Church of England						by <i>Licence</i> or after <i>-----</i> by me,		
This marriage was solemnized between us		<i>Barford</i> <i>Maud Ellen Chalfont</i>		in the presence of us		<i>H G Coleman</i> <i>Emily Matilda Debenham Louisa Brooks</i> <i>Edward Cargill</i> <i>Rector</i>		

Appendix G (continued)

Example 3: Marriage by Superintendent Registrar's certificate. No fathers details for the groom.

2011 Marriage solemnized at <i>the Parish Church</i> in the <i>City of Liverpool</i> in the Parish of <i>St Nicolas, Liverpool</i>								
Columns:-	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
85	<i>Eleventh May 2011</i>	<i>Richard WILSON</i>	<i>28 years</i>	<i>Single</i>	<i>Ship's Steward</i>	<i>32 Clayton Street Liverpool L5 9XC</i>	-----	-----
		<i>Emma MURRAY</i>	<i>25 years</i>	<i>Single</i>	<i>Dress Maker</i>	<i>96 Vauxhall Road Liverpool L3 6EZ</i>	<i>Patrick MURRAY</i>	<i>Railway Guard</i>
Married in the <i>Parish Church</i> according to the rites and ceremonies of the <i>Church of England</i> by ^{Superintendent registrar's certificate} of after ...by me,								
This marriage was solemnized between us		{ <i>Richard Wilson</i> <i>Emma Murray</i> }	in the presence of us	{ <i>Caroline Murray</i> <i>Edward Jackson</i> }	<i>William Cranfield</i> Curate			

Appendix H

Examples showing how errors in Registers of Marriages should be corrected.

Example 1: Correction discovered before completion of the entry.

2006 Marriage solemnized at <i>the Parish Church</i> in the <i>County of Kent</i>								
Parish of <i>St Nicholas, Seven Oaks</i>								
Columns:-	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
74	<i>Second April¹ May 2006</i>	<i>William HAMLEY</i>	<i>32 years</i>	<i>Previous marriage annulled</i>	<i>Maltster</i>	<i>24 High Street Sevenoaks TN13 7PQ</i>	<i>George HAMLEY</i>	<i>Brewer</i>
		<i>Mary KENNARD</i>	<i>27 years</i>	<i>Single</i>	<i>-----</i>	<i>17 Market Street Maidstone ME14 6HA</i>	<i>Henry KENNARD¹</i>	<i>Captain, Royal Navy (retired)</i>
Married in the <i>Parish Church</i> according to the rites and ceremonies of the <i>Church of England</i>								by <i>Special Licence</i> or after by me,
This marriage Was solemnized between us		{ <i>William Hamley</i> <i>Mary Kennard</i>	}	in the presence of us	{ <i>James Hamley</i> <i>Helen Kennard</i>	<i>Edward Lightfoot</i> <i>Vicar</i>		

One EL
Two EL

Example 2: Formal correction to include grooms middle name.

2006 Marriage solemnized at <i>the Parish Church</i> in the <i>London Borough of Camden</i>								
Parish of <i>St. Mary, Hampstead</i>								
Columns:-	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
73	<i>Fifth July 2006</i>	<i>Lionel BRANDON</i>	<i>47 years</i>	<i>Widower</i>	<i>Civil Engineer</i>	<i>15 Clive Road Hampstead</i>	<i>Edward BRANDON (deceased)</i>	<i>Orthopaedic Surgeon</i>
		<i>Hetty Maud GRINDLAY</i>	<i>23 years</i>	<i>Single</i>	<i>-----</i>	<i>75 Cork Street London</i>	<i>Thomas GRINDLAY</i>	<i>Solicitor</i>
Married in the <i>Parish Church</i> according to the rites and ceremonies of the <i>Church of England</i>								by <i>Special Licence</i> or after by me,
This marriage was solemnized between		{ <i>L H Brandon</i> <i>M H Grindlay</i>	}	in the presence of us	{ <i>James Brandon</i> <i>Thomas Grindlay</i>	<i>Edward Young</i> <i>Rector</i>		

In entry no 73, col. 2, for "Lionel Brandon" read "Lionel Harvey Brandon".
Corrected on the 15th July 2011 by me Edward Young Rector
In the presence of LH Brandon and HM Brandon, the parties married.

Appendix H (continued)

Example 3: Formal correction to correct the groom and his father's surname. In the presence of the superintendent registrar and 2 nominated witnesses

2010 Marriage solemnized at <i>the Parish Church</i> in the <i>Metropolitan Borough of Sefton</i>								
Parish of <i>Christ Church Southport</i>								
Columns:-	1	2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
32	Seven-teeth April 2010	Henry HARKER	37 years	Single	Bank Clerk	6 Epsom Road, Croydon CRO 4NB	Charles HARKER (deceased)	Timber Merchant
		Patricia DAWSON	29 years	Widow	-----	73 Lord Street Southport PR9 0PQ	James MARTIN	Solicitor
Married in the <i>Parish Church</i> according to the rites and ceremonies of the <i>Church of England</i> by or after <i>Banns</i> by me,								
This marriage was solemnized between us		{ <i>X the mark of Henry Harker</i> } { <i>Pat Dawson</i> }		in the presence of us { <i>W F Thompson</i> } { <i>Robert Martin</i> }		<i>Montague Curtis</i> <i>Vicar</i>		

In entry no 32, col's. 2 and 7 and in the attestation for "Harker" read "Harcourt", Corrected on the 25th April 2011 by me Montague Curtis Vicar. In the presence of nominated witnesses Robert Martin and Thomas Harcourt and Richard Brown, Superintendent Registrar

Example 4: Correction to the bride's age.

2011 Marriage solemnized at <i>the Parish Church</i> in the <i>City of Liverpool</i>								
Parish of <i>St Nicolas, Liverpool</i>								
Columns:-	2	3	4	5	6	7	8	
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
85	Eleventh May 2011	Richard WILSON	28 Years	Single	Ship's Steward	32 Clayton Street Liverpool L5 9XC	-----	-----
		Emma MURRAY	25 years	Single	Dress Maker	96 Vauxhall Road Liverpool L3 6EZ	Patrick MURRAY	Railway Guard
Married in the <i>St Saviour's Church</i> according to the rites and ceremonies of the <i>Church of England</i> by ^{Superintendent registrar's certificate} or after by								
This marriage was solemnized between us		{ <i>Richard Wilson</i> } { <i>Emma Murray</i> }		in the presence of us { <i>Caroline Murray</i> } { <i>Edward Jackson</i> }		<i>William Cranfield</i> <i>Curate</i>		

In entry no 85, col. 3, for "25" read "35". Corrected on the 25th June 2011 by me William Cranfield Curate In the presence of Richard Wilson and Emma Wilson, the parties married.

Appendix I- Marriage correction application form and guidance notes

 HM Passport Office	Application form to correct details on a Marriage Registration		
	<small>Before completing this form please read the guidance overleaf and the Marriage Corrections guidance at www.gov.uk - Please note, only the parties to the marriage may apply for a correction to the registration.</small>		
1.0 Applicant Name 1	<input type="text"/>		
1.1 Applicant Name 2 <small>(if applicable)</small>	<input type="text"/>		
2.0 Marriage Details	A certified copy of the marriage certificate is required. Tick box to indicate it is enclosed	<input type="checkbox"/>	
3.0 Details of the error(s) Please clearly explain in the boxes below what is wrong and what the correct details are			
3.1 Error as it is shown on the certificate :	3.2 What the correct details are :		
3.3 Please include any further information you may think relevant			
4.0 Evidence to validate the correction enclosed?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Please see guidance overleaf	
5.0 Who will witness the correction?	Please read guidance overleaf, then tick relevant boxes and give witness details if necessary		
Bride & Groom attend	Bride & Witness attend	Groom & Witness attend	Two Witnesses attend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Witness 1. Name and Address (if applicable)	Witness 2. Name and Address (if applicable)		

PTO

6.0 Bride's details. Name

Address
Postcode
Telephone number:
Email address:

6.1 Groom's details. Name

Address (if different from bride's address)

Address
Postcode
Telephone number:
Email address:

7.0 Declaration - to be completed by both parties to the marriage (if applicable)

I confirm I am happy for the correction to be made

Bride Signature

Groom Signature

Date:

Date:

Guidance Notes

The General Register Office recommend that you check with the place of marriage or, in the case of a Civil Ceremony, the Register Office where the marriage took place to confirm that the error exists in the Register of marriages held with them.

1.0 & 1.1 Applicant's details.

We will only accept an application from the parties to the marriage. If both parties are no longer alive we are unable to correct the entry.

If there is only one applicant please provide the reason for this in 3.3 along with any contact details you may have for the other party in section 8 so they can be made aware of the correction to their marriage entry.

2.0 Marriage Details

A copy of the certificate is required so that we can identify the entry and check that the error is in the marriage register(s) and not purely a copying error.

3.1 & 3.2 Details of the error(s) and the correction(s)

Use these boxes to indicate what errors are contained in your marriage registration and what the correct details should be.

4.0 Evidence to validate a correction

Before the correction can be authorised you are required to provide evidence to prove that an error has been made.

Only certified copies of original documents should be sent with this application form.

For information on the type of evidence to provide and who is authorised to certify evidence please refer to the guidance leaflet "How to apply for a correction to a marriage registration".

This can be obtained from any register office or from the General Register Office.

5.0 Who will witness the correction

It is a requirement in legislation that marriage corrections must be witnessed by two credible people, usually the Bride and Groom.

If one or both parties to the marriage are unable to witness the correction they can each appoint a witness to act on their behalf. Without this information we would be unable to process the application.

Whoever undertakes the responsibility of witnessing the correction will be required to attend at either the place of marriage or the local register office where the marriage took place.

We aim to reply to your initial application within **10 working days**. However, if we ask you for more information or you need to send in more paperwork, you should expect each further reply to take up to **20 working days**. See guidance leaflet, Section 9.

For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies

The General Register Office, part of Her Majesty's Passport Office.



How to apply for a correction to a marriage registration

1. General Information

A correction can only be made when the information in the marriage register is wrong. The registration cannot be corrected to show new information if your circumstances change after the date of marriage.

To establish if the error is in the original entry and not just on the certificate you will need to contact either:

- The register office who conducted your civil marriage, or
- The incumbent, authorised person, or registering officer who registered your religious marriage.

2. How do I apply for a correction?

If your marriage was according to the rites and ceremonies of the Church of England or Church of Wales please contact the church where your marriage took place. Otherwise, once you have established that the error is in the register and not just a copying error, you will then need to complete an application form and send it to GRO.

3. Where can I get an application form?

- by downloading it from www.gov.uk/correct-marriage-registration/how-to-apply
- your local register office may be able to supply you with one
- you can get one from GRO by ringing **0300 123 1837**

4. Who can apply for a correction?

Either the Bride or Groom can apply, however both will need to be aware of the correction to the marriage entry. If both parties are no longer alive then we will not be able to correct the entry.

5. What does a correction look like?

The original information will always be shown as it was first given, but a note will be written against the registration explaining what the correct information should be and the date when the correction was made. All certificates issued from that point on will include the note in the margin.

6. Do I need to prove that the marriage certificate is wrong?

You will need to show that the information originally given at the time of your marriage was wrong. You will have to provide a copy of the marriage certificate **and** produce document(s) that clearly shows what the correct information should have been. These document(s) should be valid or dated around the date of the marriage.

It is not possible to list every example of what will be acceptable but it should be an official document which shows the correct information. Typical examples will include:

- passport
- identity card
- photocard driving licence
- letter from a government department
- bank/building society statement
- utility bill
- credit card statement
- letter from a hospital/doctor department

If you cannot send us any proof, then normally a correction will not be possible. Further advice can be obtained by ringing **0300 123 1837**

7. Do I need to send in original documents?

You should only send in documents which have been certified by a professional person or a person of good standing in the community as a true copy of the original. A list giving examples of the type of person that would be suitable can be found at:

<https://www.gov.uk/countersigning-passport-applications>

Acceptable certifiers are listed in the section '**Occupations**'.

The person should not be related by birth or marriage to the applicant(s), be in a personal relationship with the applicant or live at the same address. The person certifying documents should:

- include the words - *“Certified to be a true copy of the original seen by me”*
- sign
- print their name
- confirm their occupation
- add their address and telephone number

However, GRO reserves the right to ask you to submit the original document if needed.

GRO will confidentially destroy all certified copies submitted here **unless** we are asked to return them.

8. Do I have to be there when the registration is corrected?

A correction to a marriage entry always has to be witnessed. This will be by either:

- both parties to the marriage, or
- 2 witnesses nominated by the parties to the marriage.

The witnesses do not need to have been present at the marriage but do need to be aware of the information that is being corrected.

9. How long will it take for my entry to be corrected?

If there are no problems with your application, you can expect the paperwork authorising the correction to be sent out within **10 working days**. If GRO ask you for more information or you need to send in more paperwork, each further reply may take up to **20 working days**.

However, you should be aware that in exceptional circumstances, it may not always be possible to meet these targets.

You will then need to liaise with the register holder to find a mutually convenient time for the correction to be made. We therefore cannot give precise timescales.

10. Where can I find out more?

You can either contact the religious building or register office in the area where the marriage took place. They will be happy to explain what you need to do.

Alternatively, you can telephone GRO who will advise you on your individual circumstances and how to apply for a correction.

Our contact details are :

Address: GRO Casework Team, PO Box 476, Southport, PR8 2WJ

Phone: 0300 123 1837

E-mail: grocasework@gro.gsi.gov.uk

Internet: Go to www.gov.uk/correct-marriage-registration to find forms for downloading.

The information contained in this leaflet is based on the **Marriage Act 1949** but is not a full statement of the law

For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies.

Appendix J - Certificate of Name Given in Baptism

This form to be used only for insertion of Baptismal name in a birth register
(NOT - in the case of an adopted child - for insertion in the Adopted Children Register)

BIRTHS AND DEATHS REGISTRATION ACT 1953
(Form prescribed by the Registration of Births and Deaths Regulations 1987)

CERTIFICATE OF NAME GIVEN IN BAPTISM # within 12 months after registration of birth

I of
do hereby certify that (according to the register of Baptisms for
now in my custody)* the $\frac{\text{male}}{\text{female}}$ † child stated to have been born on the day of
to and
was on the day of baptised by
in the name
Witness my hand this day of Signature.....
Officiating Minister
Person having custody of register

CERTIFICATE OF ENTRY OF BAPTISMAL NAME

I certify that the baptismal name has been entered by me in Entry No.....In the register book of births for
the sub-district of in the quarter ended.....
Signed..... Superintendent Registrar
Date..... Registrar †

#Baptism means the rite or ceremony of the Christian Church

*To be deleted where the certificate is given by the person who baptised the child

†Strike out whichever does not apply

Appendix L - Certificate for burial or cremation

Unless this document is delivered intact to the person mentioned overleaf, the burial or cremation may be delayed.

Unless this document is delivered intact to the person mentioned overleaf, the burial or cremation may be delayed.

PART B

Births and Deaths Registration Act 1953, s. 24(1)

DIS 34 839601

CERTIFICATE FOR BURIAL OR CREMATION (Issued after registration) I, the undersigned registrar, do hereby certify that the death of

aged who died on

at

has been registered by me at Entry No. Date

Signature (Registrar of Births and Deaths)

Registration District Sub-district

CERTIFICATE FOR BURIAL OR CREMATION (Issued before registration) I, the undersigned registrar, do hereby certify that the death of

aged who died on

at

has been notified to me: Date

Signature (Registrar of Births and Deaths)

Registration District Sub-district

IMPORTANT. If the death has not been registered it must be registered within 14 days of the date on which it happened by a relative of the deceased or by one of the other people required by law to give information.
If the burial or cremation is to take place outside England or Wales the Coroner must be notified before the body is moved. The registrar who issued this certificate can provide a form on which to notify the Coroner.

PART C

NOTIFICATION OF BURIAL OR CREMATION (see back)

DIS 34 839601

Births and Deaths Registration Act 1926, s. 3(1) (Form prescribed by the Registration of Births and Deaths Regulations 1987)

This is to notify that the body of

deceased, who died on at

was buried*cremated* on at

Signature on behalf of

Date

*Strike out whichever does not apply

Appendix L (continued)

Notes which appear on the back of the form of Certificate for Burial or Cremation

NOTE

The person to whom this certificate must be delivered is:

- (a) if the body is to be buried,
 - (i) the person by whom or by whose officer the register in which the burial is to be recorded is kept, or
 - (ii) in the case of a burial in a churchyard under the Burial Laws Amendment Act 1880 or Section 4 of the Welsh Church (Burial Grounds) Act 1945, the relative, friend or legal representative of the deceased having the charge of or being responsible for the burial.
- (b) if the body is to be cremated,
 - the medical referee appointed by the cremation authority.

NOTE TO PART C

On the burial or cremation of the body of the deceased person to whom this certificate relates, the person effecting the burial, or in the case of cremation, the Registrar of the Crematorium, must within 96 hours fill up the Form of Notification on the other side (Part C), detach it from Part B and send it to the Registrar of Births and Deaths by whom the certificate was given. The certificate itself (Part B) should be retained by the person effecting the burial, etc. (See Note to Part B).

The Part C of this certificate must not be used to notify the burial or cremation of any body except that of the deceased person to whom the certificate relates.

NAME AND ADDRESS OF REGISTRAR

.....

.....

.....

.....

.....

.....

Appendix M -Certificate that death is not required to be registered

LA 192082 PART A

DECLARATION BY APPLICANT

I hereby declare that the body of the late has been removed from into England and Wales and that it is intended to bury or cremate the body at and that no Coroner's Inquest in England or Wales has been or, so far as I am aware, is intended to be held respecting such body. I declare that the death of the said deceased took place at on the day of 20.....; and I produce the following documentary evidence of the date and place of death so declared to be true:

I accordingly apply for a Certificate that the death is not required by law to be registered in England or Wales, and I make this application solemnly and sincerely, believing the same to be true.

Signature of Declarant

Date Capacity in which Applicant is acting

I have seen the documentary evidence produced and witnessed the above declaration.

Signature of Registrar

LA 192082 PART B

CERTIFICATE THAT DEATH IS NOT REQUIRED TO BE REGISTERED

Births and Deaths Registration Act 1953, s. 24 (2).
(Form prescribed by the Registrar of Births and Deaths Registrations 1987)

I, the undersigned registrar, hereby certify that the information declared before me appears that the death of

is not required by law to be registered in England or Wales.

Date

Signature Registrar of Births and Deaths.

Registration District

Sub-district

LA 192082

NOTIFICATION OF DISPOSAL
(see back)

Births and Deaths Registration Act 1953, s. 3 (1).
(Form prescribed by the Registrar of Births and Deaths Registrations 1987)

This is to notify that the body of deceased, who died on at was (a) cremated* on at on behalf of

Date

*Strike out whichever does not apply.

Appendix M (continued)

Notes which appear on the back of the form of Certificate that death is not required to be registered

NAME AND ADDRESS OF REGISTRAR

NOTE TO PART C

On the burial or cremation of the body of the deceased person to whom this certificate relates, the person effecting the burial or, in the case of cremation, the Registrar of the Crematorium, must within 96 hours fill up the Form of Notification on the other side (Part C), detach it from Part B and send it to the Registrar of Births and Deaths by whom the certificate was given. The certificate itself (Part B) should be retained by the person effecting the burial, etc. (See Note to Part B)

The Part C of this certificate must not be used to notify the burial or cremation of any body except that of the deceased person to whom the certificate relates.

NOTE TO PART B

The person to whom this certificate must be delivered is:

- (a) if the body is to be buried,
 - (i) the person by whom or by whose officer the register in which the burial is to be recorded is kept, or
 - (ii) in the case of a burial in a churchyard (under the Burial Laws Amendment Act, 1880 or Section 4 of the Welsh Church (Burial Grounds) Act, 1945, the relative, friend or legal representative of the deceased having the charge of or being responsible for the burial.
- (b) if the body is to be cremated, the medical referee appointed by the crematorium authority.

Appendix N - Coroner's Order for Burial: Notification of Burial

PART A

Name of deceased
.....

Order issued on
.....

to (name)
.....

(address)
.....
.....
.....

PART B
CORONER'S ORDER FOR BURIAL
Form proscribed by The Coroners Rules 1984

I hereby authorise the burial of the body of

..... aged

late of

who died at

on

Dated this day of 19

Signature

Coroner for

Any intention to remove the body out of England and Wales must be notified to the coroner in advance of removal. A form for giving notice may be obtained from the coroner or the registrar. This certificate will authorise the burial in a burial ground of the remains of a still-born child. This certificate is of no use for cremation. The coroner is requested to fill in spaces 1 and 2 of Part C of this form (see notes on cover). Unless this document is delivered intact to the person mentioned overleaf the burial may be delayed.

Form 101

PART C
NOTIFICATION OF BURIAL
(See overleaf)

1. Order issued by the coroner for

2. The burial must be notified on this form to the Registrar of Births and Deaths at

.....

This is to notify that the body of

.....

deceased, who died on

.....

at

.....

.....

was buried on

at

.....

Signature

on behalf of

Date

Form 101

Appendix N (continued)

Notes which appear on the back of the form of Coroner's Order for Burial

NOTE TO PART C

On the burial of the body of the deceased person to whom this certificate relates, the person effecting the burial must, within 96 hours, fill up the form of notification on the other side (Part C), detach it from Part D and send it to the Registrar of Births and Deaths for the sub-district in which the death took place or, if the death took place elsewhere than in England or Wales, to the registrar of births and deaths for the sub-district in which the burial took place. The certificate itself (Part B) should be retained by the person effecting the burial (see note to Part B).

The Part C of this certificate must not be used to notify the burial of any body except that of the deceased person to whom the certificate relates.

No notification is necessary in the case of the burial of the remains of a still-born child.

NOTE TO PART B

The person to whom this certificate must be delivered is:

1. The person by whom or by whose officer the register in which the burial is to be recorded is kept.
2. In the case of a burial in a churchyard under the Burial Laws Amendment Act 1880, or Section 4 of the Welsh Church (Burial Grounds) Act 1945, the relative, friend or legal representative of the deceased having the charge of or being responsible for the burial.

Appendix O - Declaration that Certificate or Order has been issued

I.....of..... in pursuance of the Births and Deaths Registration Act 1926, declare:

1. That I am the person procuring the burial of the body of who died at on the

2. that a registrar's certificate* authorising burial was issued by the registrar*..... coroner's order at to coroner living aton

- and

3. that the reason why the said document cannot be delivered before burial is that:.....

I make this declaration believing the same to be true.

Signature of declarant

Date

* *Strike out whichever does not apply.*

Appendix P - Certificate of burial under the Burial Laws Amendment Act 1880

Form of certificate to be transmitted to the Rector, Vicar or Incumbent under Section 10 of the Burial Laws Amendment Act 1880 (43 & 44 Vict. C. 41)

I of, the person having the charge of (or being responsible for) the burial of the deceased, do hereby certify that on the day of, A.B. of, aged, was buried in the churchyard (or graveyard) of the parish (or district) of
To the Rector (or, as the case may be) of