APPLICATION FOR A MARRIAGE CERTIFICATE

***PLEASE READ THE NOTES OVERLEAF* before completing this form**

FOR REGISTER OFFICE USE ONLY		
Register No.	Entry No.	Certificate No.
Date of issue		

TO THE REGISTRATION OFFICER HAVING CUSTODY OF THE REGISTER

1 APPLICANT

Name of applicant Mr / Mrs / Miss/Ms ..... (STATE NAME IN FULL)

Full postal address .....

..... Post Code: ..... Telephone no: .....

2 Are you applying for your own marriage certificate? Yes/No
If not please state your relationship to the person to whom the certificate relates:

3 It would help us if you would state the purpose for which the certificate is required

.....

4 DETAILS OF MARRIAGE CERTIFICATE REQUIRED

MAN	WOMAN	
SURNAME	SURNAME BEFORE MARRIAGE	ANY OTHER SURNAME USED BEFORE THIS MARRIAGE
FORENAME(S)	FORENAME(S)	

DATE OF MARRIAGE			PLACE OF MARRIAGE
DAY	MONTH	YEAR	NAME OF BUILDING, CHURCH OR REGISTER OFFICE AND LOCALITY

5 REQUIREMENTS

MARRIAGE CERTIFICATE £ ..... I require ..... (NUMBER) marriage certificate(s)

6 REMITTANCE ENCLOSED ***(POSTAL APPLICATIONS ONLY)***

I enclose a postal order for £ .....

7

Signature..... Date .....

FORM 21

POSTAL APPLICATIONS

If you apply by post please complete this form and enclose a stamped addressed envelope and the appropriate fee in sterling. Information about the cost of certificates may be obtained from any register office. All remittances should be made payable to …… and crossed "/& Co/" **DO NOT SEND CASH.**

This application form should be sent to the Superintendent Registrar of the district where the marriage occurred:

DO NOT use this form for making applications to the REGISTRAR GENERAL.

SEARCHES OF MARRIAGE INDEXES

Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the marriage index, covering a period not exceeding 5 years, will be made but only where accurate details have been given of the marriage registration. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a GENERAL SEARCH in the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

GENERAL SEARCHES AT A SUPERINTENDENT REGISTRAR'S OFFICE

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent Registrar's district.

A GENERAL SEARCH is a search in the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. By arrangement with the Superintendent Registrar a person making a GENERAL SEARCH may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate fee.

If a person making a GENERAL SEARCH is uncertain whether a reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, will verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.