

## MARRIAGE BY BANNS OR COMMON LICENCE

Couples wishing to be married by ecclesiastical preliminaries of either banns or common licence **must** provide original identification documents to the member of the clergy or the person with authority to grant a common licence.

The checklist below is to be used for all marriage services taking place after 2 March 2015.

*If in any doubt please contact the Diocesan Registry for advice.*

EVIDENCE OF NATIONALITY	Bride	Groom
A valid passport showing the individual is a British, EEA or Swiss national		
A valid national identity card issued by an EEA state or Switzerland		
<p>A certificate of registration as a British citizen granted by the Secretary of State</p> <p style="text-align: center;"><b>AND</b></p> <p>Another document to establish current use of the name and surname referred to on the certificate of registration (or evidence of the change of name e.g. deed poll, previous marriage certificate, decree absolute)</p>		
<p>A certificate of naturalisation as a British citizen granted by the Secretary of State</p> <p style="text-align: center;"><b>AND</b></p> <p>Another document to establish current use of the name and surname referred to on the certificate of naturalisation (or evidence of the change of name e.g. deed poll, previous marriage certificate, decree absolute)</p>		
<p>Where none of the above are available and the individual was born in the United Kingdom <b>before 1st January 1983</b></p> <ul style="list-style-type: none"> <li>• a United Kingdom birth certificate</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• another document to establish current use of the name and surname referred to on the certificate (or evidence of the change of name e.g. deed poll, previous marriage certificate, decree absolute)</li> </ul>		
<p>Where none of the above are available and the individual was born in the United Kingdom <b>after 1st January 1983 but before 1st July 2006</b></p> <ul style="list-style-type: none"> <li>• a full United Kingdom birth certificate showing the parents details</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• another document to establish current use of the name and surname referred to on the certificate (or evidence of the change of name)</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• evidence of either of the parents' British citizenship or settled status at the time of 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)</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• if British citizenship is claimed through the father, the parents' marriage certificate</li> </ul>		



<b>EVIDENCE OF CURRENT USE OF NAME (WHERE REQUIRED)</b>	<b>Bride</b>	<b>Groom</b>
A utility bill dated no more than <b>three months</b> before the date on which notice of marriage is given		
A bank or building society statement or passbook dated no more than <b>one month</b> before the date on which notice of marriage is given		
A council tax bill dated no more than <b>12 months</b> before the date on which notice of marriage is given		
A mortgage statement dated no more than <b>12 months</b> before the date on which notice of marriage is given		
A current residential tenancy agreement		
A valid driving licence in the name of the person giving notice of marriage		
<b>FOR BRITISH, EEA AND SWISS NATIONALS ONLY</b> A letter from the owner or proprietor ("X") of the address which is the person's place of residence which— (i) confirms that the person has resided at the address for at least seven days immediately prior to the date on which notice of marriage is given, (ii) states that X is the owner or proprietor, (iii) states X's name, (iv) states X's address, and (v) is signed and dated by X.		

### **DECLARATION**

I have seen the **original** documents listed above (**copies attached**) and I am therefore satisfied that both the Bride and the Groom are 'Relevant Nationals' for the purpose of the Marriage Act 1949, as amended by the Immigration Act 2014.

Signed.....

Name.....

Date.....

### **DATA PROTECTION ACT REQUIREMENTS**

Parishes should ensure that they comply with the requirements of the Data Protection Act 1998. The Church of England Records Centre recommends that records relating to applications for banns and marriage services should be kept for a period of 2 years and then destroyed. It is therefore recommended that copies of this form and any attachments should also be retained for a period of 2 years.