

M5 Attesting a notice

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M5 Attesting a notice

General

1. This Chapter sets out the requirements for attesting a notice of marriage. The registration officer attesting a notice of marriage should have ascertained from the preceding Chapters that the notice is being given in the correct district (M3) and refer to this and the subsequent Chapters, where appropriate, so they can be satisfied the notice of marriage can be attested.
2. The procedures in subsequent Chapters, dealing with circumstances where one of the parties is housebound or detained (M10), seriously ill and not expected to recover (M11), marrying a civil partner after changing gender (M11), giving notice outside England and Wales (M12) or the marriage is taking place outside England and Wales (M13), will detail the procedures that supersede those in this Chapter.
3. The initial questioning of a person wishing to give notice of marriage is of the greatest importance, since it is at this stage that the existence of any doubts as to the capacity of either party to contract the marriage should be revealed. The officer attesting the notice must conduct the initial enquiry himself and not leave it to some other officer or clerical assistant.
4. A notice of marriage cannot be given jointly by both parties or by anyone else. Unless one of the parties is, or they both are, subject to immigration control each party must attend personally before the superintendent registrar of the district in which they have their usual residence, to give their own notice of marriage. Where both parties live in the same registration district, the couple should be encouraged to attend the register office together to each give their notice of marriage. There will be times when this is not possible e.g. where work commitments do not allow the couple to attend together, and in such circumstances, it is acceptable for them to attend the register office and to each give notice at different times.
5. Where one or both parties to the marriage are subject to immigration control (a non-EEA national who is not exempt from immigration control) then the couple will be required to attend together to give notice of marriage to the superintendent registrar/deputy superintendent registrar at one of the 75 specified registration districts within England and Wales. These are also known as designated register offices and will be described as such throughout this Chapter.

A flowchart detailing where a couple can give notice, which notice should be used and if the couple are referred to Home Office Immigration (HOI) can be found at the end of this chapter at Annex A.

Where both parties to a proposed marriage attend the register office together, it is important that each notice is attested separately without the presence of the other party. Each party should be asked to provide the particulars to be entered in their notice, including those of the other person. The first notice should be completed, signed, attested < REDACTED > before the second notice is taken. During the taking of the second notice, the information can be compared with that supplied for the first notice and any discrepancies resolved before the second notice is < REDACTED >. If it transpires that there is an error in the information supplied for the first notice, the notice should be amended in accordance with the procedures detailed in M14.

Duress

6. Taking each notice separately, without the presence of the other party, will provide the opportunity for the registration officer to be aware of any signs that the party is not

entering into the marriage of his or her own free will – a “forced marriage”. The signs a registration officer may take into account might include:

- i) either party may show signs of emotional distress
- ii) either party may show signs of physical harm or assault
- iii) the bride and groom may be accompanied by family or community members when giving notice to marry
- iv) one party may be doing all the talking or showing reluctance to let the other party be spoken to alone
- v) the parties are unable to converse in the same language
- vi) one party may be unable to provide facts about the other person that you would expect a prospective spouse to know, such as date of birth, occupation and address
- vii) an allegation of a forced marriage may have been made by third party

In some cases, the signs may be those that would raise suspicions that the marriage would be a sham marriage, which should be reported to HOI (see M3.17-23 and MD3).

A marriage may be both sham and forced but a forced marriage will be distinguished by the reluctance of one of the parties. A registration officer who suspects that the party giving notice is doing so against their will should enquire whether they wish to proceed and offer to contact the <REDACTED> to see whether any support may be available if they do not wish to do so. Ultimately, the decision on whether to proceed with giving the notice, or not, rests with the person giving notice.

Mental Capacity

7. Both parties must have the mental capacity to understand the nature of marriage in order for a registration officer to accept the notice of marriage (and for the couple to enter into marriage). In accordance with M5.5, each notice should be taken separately, without the presence of the other party. This will provide the opportunity for the registration officer to assess the mental capacity of each party, without the other party being in a position to seek to influence the proceedings (no-one can consent to marry on someone else's behalf). If an officer believes that either of the parties lacks the mental capacity to understand the nature of marriage the officer should not proceed with taking the notice. The Registrar General and the local authority must be informed of every case where notice is refused, and the reasons for the decision.

8. Initially, the officer's assessment of a party's mental capacity would be determined by routine questioning and observation of the notice-giver. Where a person lacks, or is thought to lack, capacity to marry the Mental Capacity Act 2005 applies. In particular, registration officers should be aware of section 3 (reproduced below).

9. Section 3 of Mental Capacity Act 2005:

'(1) ...a person is unable to make a decision for himself if he is unable -

- (a) to understand the information relevant to the decision,
- (b) to retain that information (see also point 3)
- (c) to use or weigh that information as part of the process of making the decision, or
- (d) to communicate his decision (whether by talking, using sign language or any other means).

(2) A person is not to be regarded as unable to understand the information relevant to a decision if he is able to understand an explanation of it given to him in a way that is appropriate to his circumstances (using simple language, visual aids or any other means).

(3) The fact that a person is able to retain the information relevant to a decision for a short period only does not prevent him from being regarded as able to make the decision.

(4) The information relevant to a decision includes information about the reasonably foreseeable consequences of -

- (a) deciding one way or another, or

(b) failing to make the decision.

10. A key principle of the Act is that a person must be assumed to have capacity unless it is established that he/she lacks capacity. There is no definitive statement on the level of mental capacity that a person must demonstrate to enter into a valid marriage, but the court's have applied the following (non-exhaustive) criteria in determining whether a person has capacity to consent to marriage;

A person should understand:

- i) that he or she is taking part in a marriage ceremony and understand the words used;
- ii) the nature of the marriage contract, which means the person must be capable of understanding the duties and responsibilities which normally attach to marriage.

11. The above factors should be taken into account in circumstances where there is possible doubt about a person's mental capacity. Where this becomes necessary, the registration officer should act sensitively and only ask questions that are necessary to be satisfied that the person understands the nature of the marriage contract *generally*, and the duties and responsibilities attached to marriage. (There is no need to assess whether a person understands the implications of marriage to a *particular* person.) Open questions should be asked to avoid eliciting "yes"/"no" responses.

12. It should never be assumed that because a person has a learning disability, for example, that they lack capacity to marry. The starting point of the Mental Capacity Act 2005 is that adults have a right to make their own decisions, and should be assumed to have capacity unless it can be established, on the balance of probabilities, that they do not.

13. In case of concerns that become apparent at any time between the giving of the notice of intention to marry and the pre marriage questioning (there may be concerns raised by the family or social services for example), the superintendent registrar should be made aware and the couple interviewed separately (see M17.24) before deciding whether the marriage should proceed. If the marriage does not proceed, the Registrar General and the local authority must be informed.

Registration officers who may attest notices

14. Notices should normally be attested by a superintendent registrar or his deputy, although any registration officer or his deputy may attest a notice and must do so when there is no superintendent registrar and this is in the interests of the public. The exceptions to this are where the parties are related by affinity or one of the parties is housebound or detained, when additional documents have first to be accepted by a superintendent registrar (or deputy), and where the marriage is by Registrar General's licence, when the notice has to be attested by a superintendent registrar (or deputy).

15. It is recommended that a superintendent registrar, or deputy, attests the more complex and unusual notices, e.g. where one of the parties is a non-EEA national, has an overseas divorce, or the case has to be referred to the Registrar General.

16. A superintendent registrar or his deputy may not attest a notice of marriage on behalf of a superintendent registrar of another registration district. Should a registrar attest a notice on < REDACTED > it must be recorded < REDACTED > (see paragraph 24 below).

17. A registrar or his deputy may attest a notice of marriage if the person giving it resides within the district of his own superintendent registrar.

Production of documents

18. The documentation that an individual is required to produce when giving notice is as follows;

- i) In **all** cases each person giving notice to marry must provide evidence, to the registration officer taking their notice, of their:
 - a) name and surname,
 - b) date of birth,
 - c) condition,
 - d) place of residence, and
 - e) nationality.
- ii) A non-EEA national is not required to provide evidence of their immigration status when giving notice. However, if one or both parties to the marriage is a non-EEA national who has made the statement that they have the appropriate immigration status they will also need to provide evidence of their immigration status in addition to the documentation at i).

Appropriate immigration status includes persons who:

- a) are exempt from immigration control e.g.
 - Right of abode in the United Kingdom;
 - Members of diplomatic missions and members of their household;
 - Members of HM Forces, Commonwealth forces or associated training with HM forces and members of visiting armed forces;
 - Consular Officers and employees (under the (Exemption from Control) Order 1972);
 - Heads of State;
- b) have settled status in the UK (e.g. indefinite leave to enter/remain);
- c) have an EU law right of permanent residence in the UK (residence permit – EEA Family Member) .

See Annex D for details of the evidence that can be presented as evidence of appropriate immigration status.

- iii) If one or both parties to the marriage is a non-EEA national who has made the statement that they have a visa / entry clearance as a fiancé/e or marriage visitor, in addition to the documentation at i), they will also need to provide:
 - a) evidence of the visa/entry clearance for marriage;
 - b) a photograph; to be provided by both parties to the marriage see paragraph 19 below for additional guidance.
- iv) Where one or both parties does not have the appropriate immigration status / relevant visa or evidence of the appropriate immigration status / relevant visa (as detailed in ii or iii), in addition to the documentation at i), they will also need to provide -
 - a) a photograph; to be provided by both parties to the marriage – see paragraph 19 below for additional guidance;
 - b) details of their usual address if this is different from the place of residence recorded in the notice. Evidence of the usual address **must** be provided;
 - c) if the usual address is outside the United Kingdom then each party must provide an address in the United Kingdom at which that party can be contacted by post (evidence of contact address does not need to be provided).
 - d) where either or both of the parties has used any other name than the name recorded in the notice or any aliases then that party must provide a statement of the other name(s) or alias(es) **< REDACTED >**

Parties to a proposed marriage who fall within the circumstances outlined above (iv) will be in the scope of the scheme and be subject to referral to HOI.

A table detailing the evidence that both parties to a marriage must provide when giving notice can be found at Annex B at the end of this chapter.

Photographs

19. Every photograph presented must be a United Kingdom passport style and size which;

- a) clearly shows the face of the party, who must;
 - i) have a neutral expression; and
 - ii) not be wearing anything which covers his or her head or hair (other than for religious or medical reasons);
- b) shows only the party and no other person or object;
- c) is unmarked, unaltered and without tears or creases, and
- d) was taken recently and shows a current likeness of the individual.

Photograph sharing template

20. Where photographs are required when giving notice they need to be inserted on the photograph sharing template with details relating to the couple and their intended marriage. **< Redacted >** The template is available on the Registrar's website and an example is at Annex C at the end of this chapter. Where the template is stored electronically photographs can either be returned to the couple or destroyed in line with local data handling policies. Both the manual and electronic versions of the form should be destroyed once the marriage has taken place or in line with local handling policies.

21. The template is sent to the district where the marriage is to take place once notice has been given and the photograph template completed. Where the marriage is in the same district where notice was taken the two documents are kept together. Where the marriage is in a different district the template will be sent directly to the superintendent registrar of that district. In no circumstances should the photograph template be given to the couple to pass onto the person officiating at the marriage (see paragraph 44 for further guidance).

Where the photograph template is to be passed on to a different district or officiating minister all copies of the template and photographs must be destroyed on confirmation of their receipt or when the notice period has expired.

If the photograph template has been sent to an officiating minister they should be asked to return it with the quarterly returns. On receipt it should be destroyed in line with local data handling policies.

If the marriage has been attended by a registrar the photograph template should be destroyed when the marriage has taken place in line with local data handling policies.

Marriage of same sex couples

22. For the marriages of same sex couples professing the Jewish religion or according to the usages of the Society of Friends, the registration officer may also require the consent of the relevant governing authority. For the Jews the officer may initially wish to contact GRO who will hold a list of relevant governing authorities who have given their consent. If they are not on the list, then the officer will need to ask the couple to obtain this written confirmation from the relevant governing authority, possibly via the secretary. For the Society of Friends this will be the recording clerk for the time being of the Society of

Friends in London. To expedite matters the registration officer may wish to view and download the "Marriage Equality letter" which can be found on the Society of Friends website at the following link:-

<http://quaker.org.uk/ro>

23. Where one of the parties to the proposed marriage is housebound or detained, then see chapter M10.9-10 for the consents of the relevant governing authority. This information should be requested when they first make enquiries about arranging a marriage or make an appointment to give notice. This will give them time to obtain any documentation if it is not readily available and avoid any possible delays. It is essential that evidence is requested in all cases to avoid any suspicions of discrimination.

24. Under section 2(3) of the Family Law Reform Act 1969, a superintendent registrar may refuse to issue the certificate for marriage unless satisfied by the production of written evidence that the consent of a person whose consent is required has in fact been obtained.

25. Where the parties live in different districts, the registration officer need only examine evidence relating to the party who resides in his district < REDACTED >

Evidence of name and surname, date of birth and nationality

26. The documentary evidence that has to be produced to establish a person's nationality will usually confirm the name and surname and date of birth to be entered in the notice (see M3.8 -13). If a British birth certificate is produced dated prior to 1 January 1983 this is acceptable evidence of British nationality however, additional evidence showing the current usage of name and surname will need to be produced, i.e. a utility bill (within 3 months), a Bank/building society statement (within 1 month), a recent mortgage statement or current tenancy agreement or a valid driving licence

Where the party is born after 1 January 1983 they will also have to provide evidence relating to the nationality of the parents in addition to the above (see M3.8-9 for further guidance on determining British nationality).

Evidence of condition (Evidence of ending of previous marriage or civil partnership)

27. The power to require evidence of condition only applies where the person giving notice has previously been through a form of marriage or civil partnership. One of the following original documents must be provided as evidence of the ending of a person's previous marriage or civil partnership;

- i) decree absolute of divorce or decree of nullity of marriage granted by a court of civil jurisdiction in England and Wales;
- ii) dissolution order or nullity order obtained in England or Wales in accordance with Part 2 of the Civil Partnership Act 2004;
- iii) a document, or documents, confirming divorce or annulment granted by a court of civil jurisdiction in any part of the British Islands and recognised in the United Kingdom in accordance with section 44 of the Family Law Act 1986;
- iv) a document, or documents, confirming the dissolution or annulment of civil partnership granted by a court of civil jurisdiction in the United Kingdom and recognised in accordance with section 233 of the Civil Partnership Act 2004;

- v) a document, or documents confirming divorce or annulment obtained in a country outside the British Islands and recognised in the United Kingdom in accordance with either—
 - a) sections 45 to 49 of the Family Law Act 1986; or
 - b) articles 21 to 27, 41(1) or 42(1) of the Council Regulation;
- vi) a document, or documents confirming the dissolution or annulment of civil partnership obtained outside the United Kingdom and recognised in accordance with either—
 - a) sections 234 to 237 of the Civil Partnership Act 2004; or
 - b) regulations made under section 219 of the Civil Partnership Act 2004;
- vii) the death certificate of spouse or civil partner;
- viii) the presumed death certificate of spouse or civil partner issued under paragraph 3 of Schedule 1 to the Presumption of Death Act 2013;

Where any of the documents listed above were issued outside the United Kingdom and is not in English, a full translation must also be provided.

If none of the documents listed in sub-paragraphs (i) to (viii) are available to confirm the ending of previous marriage or civil partnership, such other document as the Registrar General determines it is reasonable to accept in the particular circumstances of the case.

For further guidance on the documentation listed above and the process of sending foreign divorce documents to the Registrar General (GRO) see M8.

Evidence of place of residence

28. To establish the place of residence one of the following documents must be provided:-

- (i) utility bill dated no more than three months before the date on which notice of marriage is given (this is for services received **at** the property e.g. gas / electric / water / landline telephone / cable / broadband but not a mobile phone bill);
- (ii) bank or building society statement or passbook dated no more than one month before the date on which notice of marriage is given (this includes an online statement provided that the notices giver's full name and address are shown);
- (iii) council tax bill dated no more than one year before the date on which notice of marriage is given;
- (iv) mortgage statement dated no more than one year before the date on which notice of marriage is given;
- (v) current residential tenancy agreement;
- (vi) Valid UK, Community or British external driving licence;
- (vii) letter from the owner or proprietor ("X") of the address which is the person's place of residence which—
 - a) confirms it is the person's place of residence,
 - b) states that X is the owner or proprietor,
 - c) states X's name,
 - d) states X's address, and
 - e) is signed and dated by X within one month of the date on which notice of marriage is given.

Where the person giving notice has no evidence of address as detailed in (i)-(vi), and has set up a residency with someone who is a tenant, the tenant can write a letter as

described in (vii, a-e) confirming the period of residence. In these circumstances the tenant must also provide evidence of his or her residence at the address e.g. a tenancy agreement or utility bill.

If none of the documents listed in sub-paragraphs (a) to (g) are available, such other document as the Registrar General determines it is reasonable to accept in the particular circumstances of the case and the General Register Office should be contacted for advice.

The evidence mentioned in sub-paragraphs (i) to (vii) must be in the name of the person giving notice of marriage, or, where it is in the name of more than one person, one of them must be the person giving notice.

Evidence of usual address (if couple are subject to referral to HOI) if different to place of residence

- (a) utility bill dated no more than three months before the date on which the relevant notice is given.
- (b) a bank or building society statement or passbook dated no more than one month before the date on which the relevant notice is given (this includes an online statement provided that the notices giver's full name and address are shown).
- (c) where the party's usual address is in England, Wales or Scotland, a council tax bill dated no more than 12 months before the date on which the relevant notice is given.
- (d) where the party's usual address is in Northern Ireland, a rate bill dated no more than 12 months before the date on which the relevant notice is given.
- (e) a current residential tenancy agreement,
- (f) a mortgage statement dated no more than 12 months before the date on which the relevant notice is given.
- (g) the party's valid driving licence, or
- (h) a letter from the owner or proprietor X, dated no more than one month before the date on which the relevant notice is given, of the address which is the party's usual address which—
 - (i) confirms it is the party's usual address,
 - (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.

The evidence mentioned in sub-paragraphs (a) to (g) of paragraph 2 must—

- (a) be in the name of the party, or, where it is in the name of more than one person, one of them must be the party, and
- (b) show the party's usual address as the address to which the evidence was sent.

Where it is not practicable to provide an original of a document mentioned in sub-paragraph (e), (f) or (g) of paragraph 2, a party may provide a certified copy. This may not be certified by a person who is—

- a family member of the party or the other party,
- a person who lives with the party or the other party, or
- the other party to the marriage.

Absence of documents

29. If a person attends the appointment without the prescribed documents listed in paragraphs 18-28, then the registration officers should question that person further. If a prescribed document is available but that person has not brought it with them to the appointment, then the notice should be either be deferred or saved as unfinished until the document is produced. An unfinished notice is not deemed to have been given and the 28 day waiting period will not commence until the outstanding documents have been produced, < REDACTED >

If the person states that they cannot provide the prescribed documents listed at paragraphs 18 -28, but presents other documents as evidence of name, date of birth, nationality, condition or place of residence, then as an exceptional matter, the registration officer should contact the General Register Office for advice. The Registrar General will determine if it is reasonable to accept a document in the particular circumstances of the case.

30. If the notice is to be taken manually, the registration officer should not take it until the party produces satisfactory evidence. If evidence of condition, consent or the consent of the relevant governing authority for the marriage of a same sex couple is unavailable but the person is in a position to make all the necessary declarations, notice may be taken but the documents must be produced or the superintendent registrar otherwise satisfied < REDACTED >, before he issues his certificate for marriage.

31. In all cases, whether the notice has been saved as complete or unfinished, the superintendent registrar's certificate for marriage cannot be issued until the documents are produced or the superintendent registrar is otherwise satisfied < REDACTED >.

Commencement of waiting period

32. A notice of marriage is not held to have been duly "given" until it has been completed < REDACTED >. The superintendent registrar's certificate for the first notice cannot be issued until the **second** notice has been given and any discrepancies resolved.

Where the couple live in different districts (and notice does not have to be given at a designated register office) it must be made absolutely clear that notice must also be given by the other person in the other district. If the other district is a part-time office, the registration officer should be aware of the constraints that the closure of that office may have on when notice can be given, the date by which it must be given and the date on which the superintendent registrar's certificate must be collected, and advise the parties accordingly.

33. The waiting period may be reduced by the Registrar General where there are exceptional circumstances and a compelling reason, or where a system failure so delayed the entry of the notice that the certificate would be due to be issued after the date on which the parties intended to marry (see M16.28-29 for further guidance).

34. Where the notice is attested manually in a place without an internet connection by a registrar, it can, with the agreement of the superintendent registrar, and if there are facilities, be faxed to the register office < REDACTED >. When the notice will be sent by post to a superintendent registrar, first class mail should be used but it must be impressed on the person giving the notice that the registrar can accept no responsibility for its safe or timely delivery. Where an original notice is being sent by post it is advisable that a photocopy is retained until receipt is confirmed. < REDACTED >

35. The marriage must take place within twelve months from the date the notice was entered (except in the case of a marriage at the residence of a housebound or detained person (see M10), a marriage in England or Wales where one party is resident in Scotland (see M12) or of a marriage under the provisions of the Marriage (Registrar General's Licence) Act 1970) (see M11)). Once the notices have expired the marriage cannot take place unless fresh notices are given and the waiting period has expired or been reduced.

Requests for evidence of intended marriage for overseas authorities

36. On occasions a person who is resident outside the UK may be asked to provide evidence of their intended marriage. A superintendent registrar should not issue a letter or any other document which purports to show that arrangements have been made for a marriage in this country. Any letter issued in respect of an advanced booking must make it clear that the arrangements made are provisional.

Passports required for use immediately after marriage

37. Where the parties to a marriage require a change of name to a passport for use immediately after the wedding Her Majesty's Passport Office (HMPO) will, in appropriate cases, issue a post-dated passport to the party concerned. However, such a passport will not be issued more than three months prior to the marriage ceremony, even though notice of marriage and the required undertaking can be signed up to twelve months in advance.

38. The applicant will be required to give the date of the proposed marriage and to sign an undertaking that the passport will be returned to HMPO if the marriage does not take place on that date. The minister of religion or the superintendent registrar who is to celebrate the marriage will be required to sign a separate undertaking that he will notify HMPO if the marriage does not take place on the date arranged. Where a superintendent registrar has arranged a firm date for a marriage to take place in his presence, and provided notice has been given either to him or to another SR, he may complete and sign the appropriate undertaking. The completed forms of undertaking should be sent to the HMPO by the applicant together with the application for a passport.

39. There is also provision for an existing British passport to be replaced with a new passport in a new name or for a new ten year passport to be issued. A fee is charged for these services.

40. Parties who enquire about these procedures should be referred to the nearest HMPO office. Alternatively, they can be provided with a copy of the leaflet 'Passports for newly weds and civil partners' which is issued by the HMPO. Supplies of this leaflet are available from the Communications Unit, 5th Floor, Her Majesty's Passport Office, Globe House, Eccleston Square, London, SW1V 1PN. It can also be downloaded from gov.uk using the following link

<https://www.gov.uk/government/publications/passports-for-newly-weds-and-civil-partners>

Use of an interpreter

41. Occasionally it will be necessary for parties to be assisted by an interpreter. It is not necessary for the interpreter to be an authorised or approved translator, but it cannot be one of the parties to the marriage.

42. The interpreter should be advised that they will be required to sign a statement when the interview is complete to confirm that he has accurately translated all questions and responses. < REDACTED >

43. It is particularly important that there is no misunderstanding or misinterpretation of the question of condition as set out in M8.2. < REDACTED >

Information for party giving notice

44. In most cases where the marriage is to take place in another registration district, in a registered building or in a church or chapel of the Church of England or the Church in Wales, the superintendent registrar should discuss with the couple how they would like their certificates for marriage to be passed onto the person solemnizing the marriage. However, where the couple are subject to the Referral and Immigration Scheme or have the relevant visa for the purpose of marriage and have provided the required photographs to accompany their marriage certificates, the superintendent registrar will send the certificates and photograph template by what ever means they have agreed to the Church or Approved person. See paragraphs 18(iii) and 18(iv) and M16:24-27 for further guidance.

45. The parties should be told that they must provide two witnesses to be present at the marriage, and to sign the marriage register. The marriage cannot proceed without two witnesses present and it is the responsibility of the parties to provide them. Registration officers should not assist in providing witnesses.

46. Where the marriage is to take place in the presence of an authorised person, the superintendent registrar should verify that the authorised person has been duly appointed to the building in which the marriage is to take place, or to some other registered building in the same registration district.

47. A list of the statutory fees payable in respect of marriage is given in Appendix 1. Further fees may be payable to the minister of any church or for the attendance of registration officers at a marriage on approved premises.

Advice to parties domiciled abroad

48. If either of the parties to a marriage in England or Wales has a foreign domicile, the marriage may not be valid in the country of his/her domicile unless the legal requirements of that country are complied with.

49. Where parties who are domiciled abroad wish to give notice, the superintendent registrar should advise them to contact the nearest consul or other representative in this country for advice. It is possible that certain legal requirements have to be fulfilled for the marriage to be recognised in the country concerned. For example, French Consulates in this country are authorised in the case of an intended marriage of a French citizen, to issue a certificate or a declaration to the effect that the formalities required by French law have been duly carried out. In all cases, therefore, where a French citizen is concerned, the superintendent registrar should tell the parties to obtain such a certificate or declaration from the nearest French Consulate or the marriage may not be valid in France. If the parties disregard any advice they are given, the superintendent registrar can, of course, proceed with the notice provided all the legal requirements of this country can be met.

50. Compliance with the law of his own country will not exempt a citizen of a foreign or Commonwealth country wishing to marry in this country from complying in every respect with the law of this country.

Party whose personal law permits polygamy

51. Notice of marriage between a woman and a man whose own law allows polygamy may be accepted provided that each party has full capacity to contract the marriage in accordance with English law, i.e. they are not married to someone else.

Gender Recognition & attesting a notice of marriage

52. The Gender Recognition Act 2004 enables transsexual people to marry in their acquired gender. In most cases, it is expected that a registration officer attesting a notice of marriage will be unaware that the person giving notice has transgendered. They will have a birth certificate or passport as evidence of the name, surname and gender in which they are giving notice and no further enquiry will be necessary or should be made. In some instances, e.g. when documents showing that a previous marriage has been terminated are produced, it may transpire that the person giving notice has transgendered. In these circumstances, the registration officer should act sensitively and only ask those questions that are necessary to be satisfied that there is no lawful impediment to the proposed marriage.

No reference should be made in the notice of marriage, or in the registration of the marriage, to the previous identity. When the reverse of the notice is noted with the details of documents that would disclose the former names or gender, care should be taken that this information is not shown, e.g. with a divorce only the case number, name of the issuing court and the date the decree became absolute should be recorded.

M5 (Welsh) - Preliminaries to marriage

1(a) The basic conditions for the use of Welsh as well as English with regard to marriages, are as follows:

- a. the function in question - attestation of a notice, issue of a certificate for marriage, or registration of a marriage - is carried out in Wales,
- b. the party giving notice of marriage provides the required particulars in both languages and the officer who attests the notice can understand and write Welsh,
- c. the parties to the marriage provide the required particulars in both languages and the person who registers the marriage can understand and write Welsh.

3(a) When a party attends to give notice and wishes to give particulars in both languages, if the officer who is about to attest the notice can understand and write Welsh he should accordingly take the notice in bilingual form. If the attesting officer is unable to understand and write Welsh he should explain this and tell the applicant that whether or not the notice is entered bilingually the entry in the marriage register may be made in bilingual form if the marriage is to take place in Wales and the person registering it can write and understand Welsh. If the person seeking to give notice insists on having the particulars entered in the notice in bilingual form and there is within the district an officer who is qualified to attest the notice and who can understand and write Welsh the person should be referred to that officer.

44-45(a) Where the marriage is to take place in Wales the officer who attests the notice should discuss whether the parties wish to have the marriage registered in Welsh as well as English. If they do they should be warned to check in advance that, if the marriage is to be registered by an authorised person, that person can understand and write Welsh. Where the marriage is to be solemnized in the presence of a registrar, the officer who attests the notice should, where possible, arrange for the attendance at the marriage of a registrar or deputy registrar who can write and understand Welsh.

Annex A

Taking notice and referral to Home Office Immigration - Side 1

Description of the couple	Where notice is taken	Form to be used	Photo required	Referred to HOI
The couple are both British, EEA national or Swiss nationals.	Local Register Office	Form 48 / CP48	NO	NO
One party is British, EEA national or Swiss national. Other party is a non EEA National with right of abode or diplomatic/military exemption.	Local Register Office	Form 49 / CP49 British, EEA national or Swiss national selects option 5(i) for themselves and 6(ii) for their partner. Person with right of abode or diplomatic / military exemption selects option 5(ii) for themselves and 6(i) for their partner.	NO	NO
One party is British, EEA national or Swiss national. Other party is a non EEA national with ILR/ILE / residence permit.	Designated Register Office	Form 49 / CP49 British, EEA national or Swiss national selects option 5(i) for themselves and 6(ii) for their partner. Person with ILR/ILE / res. permit selects option 5(ii) for themselves and 6(i) for their partner.	NO	NO
One party is British, EEA national or Swiss national. Other party is a non EEA national with a marriage or civil partnership visa.	Designated Register Office	Form 49 / CP49 British, EEA national or Swiss national selects option 5(i) for themselves and 6(iii) for their partner. Person with marriage or CP visa selects option 5(iii) for themselves and 6(i) for their partner.	YES	NO
One party is British, EEA national or Swiss national. Other party is a non EEA national without appropriate immigration status or relevant visa.	Designated Register Office	Form 49 / CP49 British, EEA national or Swiss national selects option 5(i) for themselves and 6(iv) for their partner. Person without appropriate imm. status or relevant visa selects option 5(iv) for themselves and 6(i) for their partner.	YES	YES
Both parties are non EEA Nationals with right of abode or diplomatic / military exemption.	Local Register Office	Form 49 / CP49 Each person selects option 5(ii) for themselves and 6(ii) for their partner.	NO	NO
One party is a non EEA National with right of abode or diplomatic / military exemption. Other party is a non EEA national with ILR/ILE / residence permit.	Designated Register Office	Form 49 / CP49 Each person selects option 5(ii) for themselves and 6(ii) for their partner.	NO	NO
One party is a non EEA National with right of abode or diplomatic / military exemption. Other party is a non EEA national with a marriage or civil partnership visa.	Designated Register Office	Form 49 / CP49 Person with right of abode or diplomatic / military exemption selects option 5(ii) for themselves and 6(iii) for their partner. Person with marriage or CP visa selects option 5(iii) for themselves and 6(ii) for their partner.	YES	NO

Designated Register Office/Registration Authority = one of the 75 specified registration districts within England and Wales.

Taking notice and referral to Home Office Immigration – Side 2

Description of the couple	Where notice is taken	Form to be used	Photo required	Referred to HOI
One party is a non EEA National with right of abode or diplomatic / military exemption. Other party is a non EEA national without appropriate immigration status or relevant visa.	Designated Register Office	Form 49 / CP49 Person with right of abode or diplomatic / military exemption selects option 5(ii) for themselves and 6(iv) for their partner. Person without appropriate imm. status or relevant visa selects option 5(iv) for themselves and 6(ii) for their partner.	YES	YES
Both parties are non EEA Nationals with ILR/ILE / residence permit.	Designated Register Office	Form 49 / CP49 Each person selects option 5(ii) for themselves and 6(ii) for their partner.	NO	NO
One party is a non EEA National with ILR/ILE / res. permit – EEA fam. member. Other party is a non EEA national with a marriage or civil partnership visa.	Designated Register Office	Form 49 / CP 49 Person with ILR/ILE / res. permit selects option 5(ii) for themselves and 6(iii) for their partner. Person with marriage or CP visa selects option 5(iii) for themselves and 6(ii) for their partner.	YES	NO
One party is a non EEA National with ILR/ILE / res. permit – EEA fam. member. Other party is a non EEA national without appropriate immigration status or relevant visa.	Designated Register Office	Form 49 / CP49 Person with ILR/ILE / res. permit selects option 5(ii) for themselves and 6(iv) for their partner. Person without appropriate imm. status or relevant visa selects option 5(iv) for themselves and 6(ii) for their partner.	YES	YES
Both parties are non EEA Nationals with a marriage or civil partnership visa.	Designated Register Office	Form 49 / CP49 Each person selects option 5(iii) for themselves and 6(iii) for their partner.	YES	NO
One party is a non EEA National with a marriage or civil partnership visa. Other party is a non EEA national without appropriate immigration status or relevant visa.	Designated Register Office	Form 49 / CP49 Person with marriage or CP visa selects option 5(iii) for themselves and 6(iv) for their partner. Person without appropriate imm. status or relevant visa selects option 5(iv) for themselves and 6(iii) for their partner.	YES	YES
Both parties are non EEA Nationals without appropriate immigration status or relevant visa.	Designated Register Office	Form 49 / CP49 Each person selects option 5(iv) for themselves and 6(iv) for their partner.	YES	YES

Annex B

Evidence that both parties to the marriage must provide when giving notice

Party 1 is a:				
Party 2 is a:		Non EEA national with evidence of:	Non EEA National with evidence of:	Non EEA National with:
• British • Swiss • EEA National	• British • Swiss • EEA National	• Right of abode • Diplomat / military • ILR/ILE • residence permit	• Visa / entry clearance as a fiancé/e or marriage visitor	• No appropriate immigration status, or • No evidence of immigration status
• British • Swiss • EEA National	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph • Details of usual address - if this is different to place of residence • UK contact details - where usual address is outside UK • Statement detailing alias(es)
Non EEA national with evidence of: • Right of abode • Diplomat / military • ILR/ILE • residence permit	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph • Details of usual address - if this is different to place of residence • UK contact details - where usual address is outside UK • Statement detailing alias(es)
Non EEA national with: • Visa / entry clearance as a fiancé/e or marriage visitor	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph • Details of usual address - if this is different to place of residence • UK contact details - where usual address is outside UK • Statement detailing alias(es)
Non EEA national with: • No appropriate immigration status, or • No evidence of immigration status	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph • Details of usual address - if this is different to place of residence • UK contact details - where usual address is outside UK • Statement detailing alias(es)	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph • Details of usual address - if this is different to place of residence • UK contact details - where usual address is outside UK • Statement detailing alias(es)	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph • Details of usual address - if this is different to place of residence • UK contact details - where usual address is outside UK • Statement detailing alias(es)	• Name and Surname • Date of Birth • Nationality • Condition • Place of residence • Immigration documentation - where appropriate • Photograph • Details of usual address - if this is different to place of residence • UK contact details - where usual address is outside UK • Statement detailing alias(es)

What 'Evidence' should be presented ?

Nationality, Name, Surname and date of birth	<p>The following documentation can be used as evidence of Nationality, Name, Surname and date of birth:</p> <p>British citizens:</p> <ul style="list-style-type: none"> i) a British passport; or <p>EEA or Swiss nationals:</p> <ul style="list-style-type: none"> i) valid EEA or Swiss identity card; or ii) valid EEA or Swiss passport. <p>Non-EEA nationals:</p> <ul style="list-style-type: none"> i) valid non-EEA passport; or ii) valid biometric immigration document issued by the Home Office; or iii) valid travel document issued in the UK at the discretion of the Secretary of State to persons who have been unreasonably refused a national passport and who have been granted limited leave to enter or remain or humanitarian protection or indefinite leave to remain (the holders nationality will be stated in full); or iv) valid 1951 Convention travel document issued to a person granted refugee status (the holders nationality will be stated in full); or v) valid travel documents issued to a person under the 1952 Stateless Persons Convention (nationality is recorded as code XXA). <p>A British Citizen could provide the following as evidence of nationality only:</p> <ul style="list-style-type: none"> i) birth certificate (see guidance in M5:8-9 on the additional documentation required to establish nationality); or ii) a certificate of registration as a British citizen granted by the Secretary of State; or iii) certificate of naturalisation as a British citizen granted by the Secretary of State. <p>In these circumstances they must provide one of the additional documents listed below to confirm the current usage of name and surname:</p> <ul style="list-style-type: none"> (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 one year before the date on which notice of marriage is given; (d) mortgage statement dated no more than one year before the date on which notice of marriage is given; (e) current residential tenancy agreement; (f) valid United Kingdom driving licence in the name of the person giving notice of marriage (full or provisional issued by the United Kingdom, Isle of Man or Channel Islands);
Condition	<ul style="list-style-type: none"> i) decree absolute of divorce or decree of nullity of marriage granted by a court of civil jurisdiction in England and Wales; ii) dissolution order or nullity order obtained in England or Wales in accordance with Part 2 of the Civil Partnership Act 2004; iii) a document, or documents, confirming divorce or annulment granted by a court of civil jurisdiction in any part of the British Islands and recognised in the United Kingdom in accordance with section 44 of the Family Law Act 1986; iv) a document, or documents, confirming the dissolution or annulment of civil partnership granted by a court of civil jurisdiction in the United Kingdom and recognised in accordance with section 233 of the Civil Partnership Act 2004; v) a document, or documents confirming divorce or annulment obtained in a country outside the British Islands and recognised in the United Kingdom in accordance with either: <ul style="list-style-type: none"> a) sections 45 to 49 of the Family Law Act 1986; or b) articles 21 to 27, 41(1) or 42(1) of the Council Regulation; vi) a document, or documents confirming the dissolution or annulment of civil partnership obtained outside the United Kingdom and recognised in accordance with either: <ul style="list-style-type: none"> a) sections 234 to 237 of the Civil Partnership Act 2004; or b) regulations made under section 219 of the Civil Partnership Act 2004; vii) the death certificate of spouse or civil partner; viii) the presumed death certificate of spouse or civil partner issued under paragraph 3 of Schedule 1 to the Presumption of Death Act 2013;
Residence	<ul style="list-style-type: none"> i) utility bill dated no more than three months before the date on which notice of marriage is given (this is for services received at the property e.g. gas / electric / water / landline telephone / cable / broadband but not a mobile phone bill); ii) bank or building society statement or passbook dated no more than one month before the date on which notice of marriage is given; iii) council tax bill dated no more than one year before the date on which notice of marriage is given; iv) mortgage statement dated no more than one year before the date on which notice of marriage is given; v) current residential tenancy agreement; vi) Valid UK, Community or British external driving licence;; vii) letter from the owner or proprietor ("X") of the address which is the person's place of residence which: <ul style="list-style-type: none"> a) confirms it is the person's place of residence, b) states that X is the owner or proprietor, c) states X's name, d) states X's address, and e) is signed and dated by X within one month of the date on which notice of marriage is given.

Annex C – Photograph sharing template



Home Office

PHOTOGRAPH SHARING TEMPLATE

These photographs are a true likeness of the individuals named below and are captured in accordance with the Immigration Act 2014

FROM	Name	
	Office	
	Designation	
TO	Marriage District	
	Marriage Venue	
RON system number	Party 1	
	Party 2	
Notice Date (dd/mm/yyyy)		
Date of Marriage if available (dd/mm/yyyy)		
Latest Destruction Date (Notice expiry date + 1 day)		

PARTY ONE		PARTY TWO	
Forename 1		Forename 1	
Forename 2		Forename 2	
Forename 3		Forename 3	
Surname		Surname	
Photograph	(insert photograph here)	Photograph	(insert photograph here)

How to attach a manual photograph	How to insert a .jpg file	How to insert a .pdf file
<ol style="list-style-type: none"> 1. Write an identifying comment on the reverse of the picture such as name and/or date of birth. 2. Affix the photograph to the space. This should be done with a product such as glue as this will not deface the photograph. 	<ol style="list-style-type: none"> 1. Insert your cursor into one of the photograph boxes above 2. Select Insert > Picture > From file 3. Select the .jpg file you want to insert 4. Select Insert 	<ol style="list-style-type: none"> 1. Go to the folder where the .pdf file is stored / captured 2. Open the file containing the image 3. Move your cursor over the image, right click and select the 'select tool' 4. Highlight the picture you want to insert 5. Right click over the photograph and select Copy from the sub menu 6. Navigate to the template 7. Move your cursor over the photograph box above, right click and select Paste

When scanning a photograph into a flat bed scanner, use a dpi setting of 300 to ensure the correct resolution / size of image



Home Office

NOTES:

Who should provide photographs?

Where a couple are within scope of the scheme there is a requirement for both parties to provide a photograph.

Where one or both parties have a visa for the purpose of marriage/civil partnership there is a requirement for both parties to provide a photograph.

What type of photographs should be provided?

Every photograph must be a United Kingdom passport style and size which;

- a) clearly shows the face of the party, who must;
 - i) have a neutral expression; and
 - ii) not be wearing any head covering (other than for religious or medical reasons);
- b) shows only the party and no other person or object;
- c) is unmarked, unaltered and without tears or creases, and
- d) was taken recently and shows a current likeness of the individual.

What are the photographs for?

The photographs are to ensure that the people who attended to give notice of their intention to marry/form a civil partnership are the people who attend the ceremony.

What do I do with the photographs?

The photographs should be used to ensure that the person who attends the ceremony is the same person who attended to give notice. If there is any doubt then please contact GRO First Point of Contact (FPoC) on 0300 123 1837.

Where the notice and marriage district are the same or you are the marriage district only
Once the marriage has taken place the photographs should be confidentially destroyed.

Where you are the notice district but not the marriage district

You can destroy the photograph template as soon as you have sent it to the marriage district. If you decide to retain the template as a contingency it should be destroyed in line with the latest destruction date on the front of this document.

Where you are the authorised person/member of the clergy/secretary/registering officer

The template should be destroyed after the marriage. If you do not have confidential waste/destruction facilities then please return the template with your quarterly returns and the local register office will destroy the template.

Annex D: Evidence of appropriate immigration status

A person is exempt from immigration control if they:

- 1) have the right of abode in the UK
- 2) are a member of a diplomatic mission (or family member or member of their household – see below for further guidance),
- 3) are a member of HM forces, member of Commonwealth forces undergoing training or a member of visiting forces
- 4) are exempt under the Immigration (Exemption from Control) Order 1972 (see below for further guidance)
- 5) are exempt under section 20 of the State Immunity Act 1978 (see below for further guidance)

1) Right of abode in the UK; evidence includes:

- (a) a passport with a right of abode, or
- (b) a certificate of entitlement.

2) Members of diplomatic missions, their family and household includes:

- The head of a mission;
- A member of the diplomatic staff of a mission;
- A member of the administrative, technical or service staff of a mission **provided** they were resident outside the UK, and were not present in the UK, when offered the post as a member of that mission and they have not ceased to be a member of that mission after taking up the post;
- Any person who belongs to the family and forms part of the household of the member of the mission (as defined in (i) below);
- Any person entitled to such immunity from jurisdiction as conferred on a diplomatic agent by the 1964 Act (see (ii) below);

(a) The following may be considered as members of households:

- Spouses
- Dependent children under the age of 18
- Dependent children over the age of 18 who are still in full-time education
- Dependent relatives who formed part of the household abroad
- Other close relatives who have no one else to look after them (e.g. young orphaned brothers and sisters)

Evidence would be in the form of:

- (a) a passport with a valid exempt status vignette or endorsement confirming exempt status, or
- (b) a letter of accreditation from the FCO confirming exempt status, or
- (c) valid diplomatic identity card.

3) Members of HM forces, members of Commonwealth forces undergoing training and members of visiting forces; evidence includes:

- (a) valid HM forces identity card, or

- (b) passport with a valid exempt status vignette or endorsement confirming exempt status, or
- (c) valid identity card issued by a sending State with the person's date of birth, rank and number and photograph, or
- (d) current movement order issued by the sending State of NATO certifying status as a member of a force and the movement ordered.

4) Immigration (Exemption from Control) Order 1972 includes:

(a) Consular officers and employees:

- (i) Any consular officer in the service of any of the states specified in the Schedule to the 1972 Order (being a State which has concluded a Consular Convention with the UK);
- (ii) Any consular employee in such service, provided that he or she is in full-time service of the state concerned and is not engaged in the UK in any private occupation for gain;
- (iii) Any member of the family of a consular officer or consular employee forming part of their household.

(b) Other consular officers and employees

- (i) Any consular official (not being an honorary consular officer) in the service of a state other than such a state as is mentioned in the Schedule;
- (ii) Any consular employee in such service;
- (iii) Any member of the family of such a person forming part of their household.

(c) Members of Governments:

- (i) Any member of the government of a country or territory outside the UK and Islands who is visiting the UK on Government business, unless the Secretary of State directs otherwise.
- (ii) Any member of the family of such a person forming part of their household.

(d) Persons attending a Commonwealth Conference:

- (i) Any person who is the representative or a member of the official staff of the Government of a Country attending a conference and entitled to diplomatic immunity under the Diplomatic Immunities (Conferences with Commonwealth Countries and Republic of Ireland) Act 1961.
- (ii) Any member of the family of such a person forming part of their household.

(e) Other persons listed below and any member of the family of such a person forming part of their household:

- (i) Employees of the International Monetary Fund or International Bank for Reconstruction and Development
- (ii) Employees of International Finance Corporation

- (iii) Employees of International Development Association
- (iv) Persons connected with the service of the government of Commonwealth countries or the Republic of Ireland
- (v) Representatives of some international organisations and foreign governments attending conferences
- (vi) Employees of the Commonwealth Secretariat
- (vii) Employees of the North Atlantic Salmon Conservation Organisation
- (viii) Members of the Hong Kong Economic and Trade Office
- (ix) Members of the Independent International Commission on Decommissioning (Northern Ireland)
- (x) Persons involved in the business of the International Criminal Court

Evidence would be in the form of:

- (i) a passport with a valid exempt status vignette or endorsement confirming exempt status, or
- (ii) a letter of accreditation from the FCO confirming exempt status, or
- (iii) valid diplomatic identity card.

5) Heads of State includes:

Heads of State, members of their families forming part of their household and their private servants

Evidence would be in the form of:

- (i) a passport with a valid exempt status vignette or endorsement confirming exempt status, or
- (ii) a letter of accreditation from the FCO confirming exempt status, or
- (iii) a passport [the RO should be satisfied that the person is a sovereign or other head of state].

Acceptable evidence of settled status includes:

- (i) passport (which does not have to be valid) with a valid photographic endorsement or vignette stating indefinite leave to enter or remain, or
- (ii) valid biometric immigration document showing the person is allowed to stay indefinitely in the UK.

Acceptable evidence of an EU law right of permanent residence in the UK includes:

- (i) a passport with a valid photographic endorsement confirming a right of permanent residence in the UK, or

- (ii) valid permanent residence card

Acceptable evidence of a relevant visa includes:

- (i) a passport or
- (ii) biometric immigration document which shows that the person has been granted an entry clearance or leave as a marriage visitor or as a fiancé(e).

M5 Evaluation of Learning

When you have finished reading this Chapter you may wish to evaluate what you have learnt by answering the following questions. The answers to these questions are at the end of the Handbook.

- Q1.** A couple with indefinite leave to remain in the UK who have resided in the same registration district for 3 years attend a service point within a specified registration district together outside of their district of residence to give notice of their intention to marry. Explain if notice can be taken.
- Q2.** An 18 year old British girl attends to give notice of her intention to marry. Although she is alone in the office, a member of her family is outside with her intended groom. She mentions that she does not wish to marry this man and her family are pressurising her into it. Explain what action should be taken.
- Q3.** A British couple attend their local register office outstation to give notice of their intention to marry. There is only a registrar available and the couple are unable to return on another day due to work commitments. What advice should be given?
- Q4.** A couple attend the register office to give notice of their intention to marry. They have no documentation with them but claim they are Somalian refugees and do not have passports. Explain if notice can be taken.
- Q5.** A couple attended the register office on the 1 January to give notice of their intention to marry on the 30th January when the certificate is due. It has now been discovered that their notices were only entered electronically on the 2 January, although they were displayed on the notice board on the 1 January. Explain if the certificates can be issued and what action should be taken.
- Q6.** A groom contacts the register office as the British Embassy in Thailand have requested a letter from the register office confirming that he has made a provisional booking to marry his fiancé. This is required to support the marriage visa application. What advice should be given?
- Q7.** A bride who has already given notice to marry at the register office in 6 months time attends the office with a form to obtain a new passport in her married name in advance of the wedding. Explain if any action can be taken.
- Q8.** A couple attend the register office to give notice of their intention to marry. The bride does not speak English, but the groom states that he can translate for her. Explain if notice can be taken.
- Q9.** A couple who attend to give notice of their intention to marry in the local Roman Catholic church state the priest will be registering their marriage so a registrar is not required to attend. What checks should be made?
- Q10.** A French gentleman attends to give notice of his intention to marry. Aside from the usual preliminary advice is there any additional advice that should be given?
- Q11.** You receive a request from a couple of the same sex wish to solemnize their marriage according to the usages of the Society of Friends. What additional information will you need when attesting the notices.
- Q12.** What documentary evidence would you request to see of a person's place of residence? What would you do if they were unable to provide it?