

M16. Issue of superintendent registrar's certificate for marriage

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M16. Issue of superintendent registrar's certificate for marriage

General

1. Following the expiry of the waiting period the superintendent registrar's certificate for marriage < Redact > This certificate is for marriages to taking place in England and Wales:

- (i) in the presence of a registrar/authorised person;
- (ii) in a church of the Church of England or the Church in Wales;
- (iii) according to the usages of the Jews or Quakers; and,
- (iv) at the residence of a housebound or detained person.

2. The superintendent registrar to whom notice has been given, must not issue their certificate for marriage if:

- a) the issue of the certificate has been forbidden;
- b) a caveat has been entered against the issue of the certificate;
- c) evidence of consent is outstanding;
- d) evidence of divorce or death is outstanding;
- e) evidence of the consent of the relevant governing authority, required for certain religious marriages of same sex couples, is outstanding;
- f) they are not satisfied that there is no lawful impediment;
- g) the couple have been referred to Home Office Immigration and Home Office Immigration have notified the superintendent registrar that the couple have not complied with their investigation (see paragraphs 4 -9 below);
- h) it transpires that the party giving notice produced false information or evidence showing they were exempt from the referral scheme when, in fact, they were subject to immigration control and should have been referred to Home Office Immigration for investigation.

< Redacted > will prevent the issue of a superintendent registrar's certificate where a second notice hasn't been given or there are outstanding discrepancies between the two notices.

3. If the issue of the superintendent registrar's certificate has been forbidden the notice is void and cannot be acted upon unless the consent of the court has been obtained.

< Redacted >

Referral under the Home Office Immigration Scheme

4. Couples who are in scope of the Home Office Referral Scheme: i.e. one or both parties are non-EEA nationals who do not have the relevant immigration status or evidence (see M3 for further guidance) may have the 28 waiting period extended to 70 days.

Waiting period not extended to 70 days

5. Where Home Office Immigration decides not to extend the waiting period they will advise the couple in writing. (a copy of this letter is at Annex A: Example 1). Subject to any other outstanding issues as detailed in 2:a-g and h above the certificate will be available to issue after the 28 day waiting period. <Redacted >

Waiting period extended to 70 days

6. Where the Home Office decide to investigate the marriage the waiting period will be extended to 70 days. The Home Office will advise the couple in writing that the waiting period has been extended and what they are required to do to meet the investigation. (copies of the letters are at Annex A: Examples 2a & b). <Redacted >

Following this 70 day extended waiting period the Home office will write to the couple to advise if they have complied or not with their investigations.

Couple have complied with Home Office investigation

7. A copy of the letter sent to the couple advising them that they have complied with Home office investigations is at Annex A: Example 3. Subject to any other outstanding issues as detailed in 2:a-g and h above the certificate will be available to issue after the expiry of the 70 day waiting period. <Redacted >
Registration Officers should note that even if they are able to generate the report that an investigation has been completed before the expiry of the 70 days, they will not be able to issue the superintendent registrar's certificate until the expiry of the 70 days.

Couple have not complied with Home Office investigation

7. A copy of the letter sent to the couple advising them that they have not complied with Home Office investigations and cannot proceed with their intended marriage is at Annex A: Example 4. In these circumstances the superintendent registrar's certificate for marriage cannot be issued
<Redacted >

9. If a couple have been issued a non-compliance letter in error the Secretary of State can authorise the issue of the superintendent registrar's certificate. In these cases the registration officer should contact the GRO Hub) who will make the required amendments to RON to allow the certificate to be issued.

Checking the venue for marriage

10. Before issuing a certificate a superintendent registrar should check that the name of the venue specified for the marriage is still current. If the venue name has changed, or if a register office marriage room has become an approved premises since notice was given, it is permissible for the notices to be amended in the presence of the person who gave notice to reflect the new venue description, and the superintendent registrar's certificate can reflect these changes. This will not apply if

the couple are choosing to marry at a physically different venue to that which they originally booked and for which they gave notice. In that circumstance fresh notice would be necessary. See also M14.25-29.

11. Once the superintendent registrar has issued his/her certificate, no amendment may be made to the notice details. A change in venue name or status may therefore involve fresh notice. General Register Office should be contacted for advice in any case of doubt.

12. The expiry date shown on the superintendent registrar's certificate is 12 months from the day the notice was entered on <Redacted>. The exceptions to this are where one party gave notice in Scotland 3 months, see M12), where one of the parties is housebound or detained (3 months, see M10) and where the marriage is of former civil partners, one of whom has transgendered (1 month, see M11). If a marriage is not solemnized before the expiry date, the notice and any superintendent registrar's certificate which may have been issued in respect of that notice, becomes void. If, therefore, 12 months (except in the cases mentioned above) have elapsed since the notice was entered <Redacted>, no certificate for the marriage may be issued and the marriage cannot take place until a fresh notice has been given and the necessary time after its entry has elapsed.

Issue of superintendent registrar's certificate for marriage

13. After the expiry of 28 clear days beginning on the day after the notice was entered <Redacted> and provided the circumstances in paragraph 2 do not apply the superintendent registrar to whom notice has been given must, upon request of the party who gave the notice, issue a certificate (Form 262) for the marriage.

14. Where the couple have been referred to Home Office Immigration the SR may issue a certificate for marriage if they have not received confirmation in the to-do list following the expiry of 28 days that the notice period has been extended to 70 days.

15. Where the notice period has been extended by Home Office Immigration to 70 days the SR may issue a certificate for marriage if they do not receive confirmation in the to-do list that the couple have **not** complied following the expiry of the 70 day period.

16. The request for the issue of the certificate may be made in person, by letter or through a duly authorised third person. Where the issue is requested otherwise than by the personal attendance of the party who gave the notice, the letter or other authorization should be retained for twelve months.

17. It is recommended that when giving notice the parties should be asked to request the issue of the superintendent registrar's certificate for marriage on the due date. <Redacted> By ensuring that the certificates are issued when they become due, problems caused by short term system failure will be minimised. Where possible a superintendent registrar should not be waiting until the day of the ceremony or weekend/bank holiday to issue the certificate.

18. The certificate can be issued in one of the following ways:

<Redacted>

19. The certificate does not need to be printed at the same time it is issued, as there is the facility for the district of marriage to print the issued certificate. It is

recommended that if the marriage is taking place within the district the SR should 'issue' and print the certificates. If the marriage is taking place outside the district the SR should 'issue' the certificates but not print them (unless the couple have made arrangements to collect them from the register office) as these can be printed in the district where the marriage is to take place.

20. <Redacted >

21. Where an authorised person is to be present at the marriage and the name of the authorised person was added to the 'Authorised Person' field on the 'Both parties reverse' screen of the notice, the additional notes for an authorised person will print out with the Form 262. If the superintendent registrar uses a duplex printer, the notes will print on the reverse of the superintendent registrar's certificate, whereas if the printer is non-duplex then the notes will print on a second page. If the 'Authorised Person' field was not completed on the notice then the additional notes will not print out. In these circumstances, the superintendent registrar must give the person the Form 262A, 'Instructions for the solemnization of a marriage in a registered building without the presence of a registrar' when they issue the superintendent registrar's certificate.

22. In the event of a short term system failure when the issue of a certificate cannot be deferred, the General Register Office should be contacted. <Redacted >

23. No fee is payable for the issue of a superintendent registrar's certificate for marriage. <Redacted >

Transmitting Superintendent Registrar's certificates and additional documents to marriage venue

Marriage in the district of notice: civil marriage or registrar attending a religious marriage

24. The certificate should be printed when it is issued. Where the couple is required to provide a photograph the photograph template should be attached to the certificate for use by the registrar at pre-marriage questioning.

Marriage in the district of notice; religious marriage

25. The certificate should be printed when it is issued. This can be passed directly to the officiating minister by the register office or collected and passed on by the couple.

Where the couple is required to produce a photograph, in no circumstances should the photograph template be passed to the couple. The superintendent registrar will make arrangements with the officiating minister to directly pass on this documentation (which could include the certificates for marriage) either by post or to be collected/delivered.

Marriage in different district to notice of marriage; civil marriage or registrar attending a religious marriage

26. Once the certificate has been issued by the superintendent registrar in the district where the notice was taken it can be printed by the district where the marriage is taking place. There is no requirement for an individual to collect the certificate themselves to pass on to the district of marriage.

Where the couple were required to produce a photograph, at the point of giving notice, the photograph template will be sent to the district of marriage. The receiving district must advise of its safe receipt so that all forms of the photo can be destroyed by the district where notice was taken. On its receipt by the district of marriage the photograph template must be kept securely until it can be attached to the certificate for use by the registrar at pre-marriage questioning.

Marriage in different district to notice of marriage; religious marriage

27. Once the certificate has been issued by the superintendent registrar in the district where the notice was taken it can be printed by the district where the marriage is taking place. The certificate(s) can be passed directly to the officiating minister by the register office or collected and passed on by the couple.

Where the couple are required to produce a photograph, at the point of giving notice, the photograph template will be sent to the district of marriage. In no circumstances should the photograph template be passed on to the couple. The receiving district must advise of its safe receipt so that all forms of the photo can be destroyed by the district where notice was taken. The superintendent registrar (of the district of marriage) will make arrangements with the officiating minister to pass on this documentation direct (which could include the certificates for marriage) either by post or to be collected/delivered. The superintendent registrar must destroy all forms of the photo once it has been safely passed onto the officiating minister.

n.b. A photograph is required at the time of giving notice when one or both parties:

- a) has a visa / entry clearance as a fiancé/e or marriage visitor;
- b) does not have the appropriate immigration status;
- c) does not have evidence of the appropriate immigration status.

For further guidance on photographs see M5:18 -19

Reduction in the 28 day waiting period

28. In accordance with his powers under section 31(5A) of the Marriage Act 1949, the Registrar General may reduce the waiting period when:

- (a) there has been an unavoidable delay, <Redacted > and,
- (b) as a consequence, the couple are unable to marry on the day that had been agreed by the superintendent registrar when the notice was attested.

There is no charge for reducing the waiting period in these circumstances. An application to reduce the waiting period should be made by the superintendent registrar and referred to the General Register Office <Redacted > Although the waiting period has been reduced, the notice must remain on display for the full 28 days.

The waiting period may only be reduced by the Registrar General in these circumstances when the notice of marriage was taken manually and there was enough time for the 28 day waiting period to expire.

29. The Registrar General may also, under Regulation 6A of the Registration of Marriages Regulations 1986, in exceptional circumstances and where it is considered there are compelling reasons to do so, reduce the 28 day waiting period. The earliest date to which the waiting period can be reduced is the day after notice of marriage has been entered.

30. Anyone who enquires about being married before the expiry of the 28 days should be advised that the waiting period is a fundamental requirement of the Marriage Act, and that everyone is expected to comply with the legal preliminaries to marriage. As such, the parties should be encouraged to rearrange their date of marriage rather than be offered the prospect of a reduction in the waiting period.

31. Where the parties insist this cannot be done, or that there are compelling reasons why the 28 day waiting period should be reduced, the parties can apply to the Registrar General for a reduction in the 28 day waiting period. [A fee is payable by each person seeking a reduction and they must apply via the local registration service to the Registrar General, once notice of marriage has been given. Where a reduction is required in respect of both notices, each party must give their notice in the usual way, two applications must be made and a fee will apply to both applications. A full list of fees can be found at the **Table of Fees** on the Registrars website.](#)

[Any fees collected on behalf of the General Register Office will be forwarded at the end of each year in accordance with the reconciliation process which can be found in the document **Collection, Accrual & Reconciliation Process on the Registrars website**. It is possible for a discretionary reduction, waiver or refund to be applied to a fee. Registration Officers should refer to the to the refunds policy document which can be found in the document **Waiver, refund and reduction policy guidance** on the Registrars website in order to determine whether this is appropriate.](#)

32. When a date of marriage is entered **<Redacted >**

33. Any notice relating to an application to reduce the 28 day waiting period must be displayed in the usual way. The notice must be displayed for the full 28 days, even if the application to reduce the 28 day waiting period is successful and the marriage proceeds before the usual waiting period has passed.

34. Each application for a reduction must be made on Form 378 (an example of this form is at Annex A) explaining the exceptional circumstances and compelling reasons why the notice period cannot be completed. The application must be accompanied by a copy of the notice, any supporting documentary evidence and the fee. . . Where both parties are resident in the same registration district, and an application is being made in respect of only one notice, a copy of the other notice should be enclosed.

35. The Registrar General will consider all applications for a reduction in the 28 day waiting period. [It is advisable that it is explained to the parties that the fee is for consideration of a waiver, which is normally non-refundable, even if it turns out that the 28 day waiting period cannot be reduced, see also paragraph 31.](#) However, it is unlikely that a reduction in the waiting period will be agreed in circumstances where a person simply does not have sufficient time to fulfil the legal preliminaries to marriage e.g. whilst on holiday in England or Wales. An application is more likely to be successful where the parties have had sufficient time to complete the civil preliminaries but due to events beyond their control, they cannot or have not satisfied the legal requirements for marriage e.g. the serious illness of a parent who was due

to attend the marriage, or the failure of the Authorised Person to advise the parties of the need to give notice of their intention to marry.

36. Where the Registrar General agrees to reduce the 28 day waiting period, a notification of the decision will be made in writing to the applicant, and to the superintendent registrar(s) in whose district the notice(s) of marriage have been given, and in whose district the marriage is to take place. GRO will <Redacted >that the waiver has been granted and provided that everything else is in order with the notice e.g. there are no outstanding discrepancies, the superintendent registrar's certificate(s) can now be issued. When the certificate has been issued and printed, the superintendent registrar should insert a note on it to the effect that due to the exceptional circumstances of the case, the Registrar General has agreed to reduce the 28 day waiting period, together with a GRO reference number.

37. While an application for a reduction in the 28 days will normally be received during office hours, the matter, in a case involving urgency, may require attention outside those hours. During office hours (9-5pm Monday to Friday), GRO should be contacted on <Redacted >. If this number is unavailable, the alternative number <Redacted > should be used. When submitting an application to the Registrar General, the registration officer concerned should ensure that they supply their contact details.

Reduction in the 28/70 day waiting period by the Secretary of State

38. In accordance with powers under section 31(5ED) of the Marriage Act 1949, the Secretary of State may reduce the waiting period when:

- a) in exceptional circumstances and where it is considered there are compelling reasons to do so, reduce the 28 or 70 day waiting period if the couple have been referred to Home Office Immigration for investigation.

The same procedure as detailed in paragraphs 28 -36 should be followed however the GRO hub <Redacted > should be contacted, the form to be used is a 1 or 1w (an example of a Form 1 is in Annex B at the end of this chapter).

The GRO hub will pass the application on to the Secretary of State for a decision and the superintendent registrar and the couple will be notified of whether the waiting period can be reduced.

Where a reduction is granted and the couple may marry, they should also be advised by the superintendent Registrar that as they have been referred to Home Office Immigration the investigation process will continue.

Superintendent registrar's power to refuse to issue his certificate

39. A superintendent registrar must refuse to issue his certificate for marriage where he is not satisfied that there is no lawful impediment to the issue of the certificate.

40. This means that after the expiration of 28 days <Redacted >, a superintendent registrar who has a reasonable belief that there may be a lawful impediment to the marriage must refuse to issue his certificate.

41. The concern over an individual's capacity to marry may be based on representations made by a third party, or by the failure of the party to satisfy the superintendent registrar of their capacity to marry.

However, the superintendent registrar must have reasonable grounds to believe that an impediment to the marriage exists. If representations are made by a third party, and that third party wishes to enter a caveat, the procedures in M15.9-22 should be followed.

42. If a superintendent registrar considers that he should refuse to issue his certificate as he is not satisfied that there is no lawful impediment to the issue of the certificate, he should discuss the matter with GRO. However, the decision rests ultimately with the superintendent registrar and GRO can only act in an advisory capacity.

43. If, having discussed the case with GRO, and having considered all the factors involved, the superintendent registrar decides that it is reasonable to refuse to issue the certificate <Redacted >

44. The superintendent registrar should inform the applicant of their decision in writing. The reasons for the refusal should be given, provide an opportunity for the applicant to disprove the lawful impediment and enclose written details of the Registrar General's appeal procedure (Form 374) (see paragraph 33). A copy of the superintendent registrar's letter should be retained with the records of his office. A copy should also be forwarded to GRO.

45. If the parties are resident in different registration districts, the superintendent registrar who is refusing to issue his certificate should inform the other superintendent registrar of his decision. If the marriage is taking place in a third district, the superintendent registrar of that district should also be informed.

46. If, after considering any response from the applicant, the superintendent registrar is still not satisfied that there is no lawful impediment to the proposed marriage, he should again give his reasons in writing. A copy of the letter should be retained with the records of the superintendent registrar. A copy should also be forwarded to GRO.

Appeal against the superintendent registrar's decision to refuse to issue a certificate

47. The notice giver can appeal to the Registrar General (GRO) against the superintendent registrar's decision to refuse to issue a certificate under s31(2)(a) and 31ZA. The appeal should be made in writing, setting out the reasons why the notice giver considers that the certificate should be issued and enclose any relevant supporting documentary evidence. If the appeal is sent to GRO via the superintendent registrar, a copy of the notice, copies of all correspondence between the superintendent registrar and the applicant, and the reasons why the issue of the certificate has been refused, should be enclosed.

48. The Registrar General will consider each appeal and either uphold the superintendent registrar's decision, or direct that the certificate for the marriage should be issued. In reaching a decision, the Registrar General will take into account any documentary evidence which has been produced, any correspondence between

the applicant and the superintendent registrar, together with any discussions between the superintendent registrar and GRO.

49. The Registrar General will confirm the decision in writing to the applicant, and inform the superintendent registrar of the district where notice has been given. If the parties live in, or the marriage is to take place in a different registration district the superintendent registrar of the other district(s) will be informed.

50. The superintendent registrar who took the notice of marriage will need to
<Redacted >

Discrepancies in a notice of marriage that come to light after the issue of the superintendent registrar's certificate

51. Where a discrepancy in a notice of marriage is disclosed after the superintendent registrar has issued his certificate, the action required will be dependent on the nature of the discrepancy. Where the error requires a fresh notice of marriage (see M14.27-29) the superintendent registrar should, subject to the production of any necessary evidence, arrange for a fresh notice of marriage to be taken. Where a discrepancy is disclosed which does not require a fresh notice of marriage, the discrepancy will be resolved by the registrar or Authorised Person during the pre-marriage questioning. They should also be advised on what, if any, documentary evidence they will need to produce to the registrar or Authorised Person prior to the marriage ceremony. Instructions to registrars on dealing with discrepancies are at M17.12.

Annex A:

Example 1: Letter advising couple that their waiting period has not been extended.

Section 48 – Decision not to investigate – Notice to relevant parties

<name>

<address>

Dear <name>

Referral of proposed marriage or civil partnership

Your proposed marriage to, or civil partnership with, <name of party> was referred by a registration official to the Secretary of State to decide, under section 48 of the Immigration Act 2014, whether to investigate whether the proposed marriage or civil partnership is a sham.

This letter is to notify you under section 48 of the 2014 Act that the Secretary of State has decided not to conduct such an investigation. Your proposed marriage or civil partnership therefore remains subject to a 28 day notice period.

For your marriage or civil partnership to take place after the 28 day notice period, the registration official must be satisfied that there is no legal reason why they cannot issue or complete the required certificate or schedule. Your marriage or civil partnership cannot take place until this has been done.

The Secretary of State's decision under section 48 of the 2014 Act not to investigate your proposed marriage or civil partnership does not constitute a determination as to the genuineness of the relationship on which it is based. If your marriage or civil partnership takes place, any decision taken on an application made by you or by your spouse or civil partner under the Immigration Rules or the Immigration (European Economic Area) Regulations 2006 to stay in the UK on the basis of it will still involve an assessment of the genuineness of that relationship by the Home Office.

You can contact the register office responsible for issuing or completing your certificate or schedule to confirm when your notice period is complete. You can find out more information about marriage and civil partnership in the UK on gov.uk at:

<https://www.gov.uk/marriages-civil-partnerships/overview>

Example 2a: Letter advising couple that their waiting period has been extended to 70 days.

Section 48 – Decision to investigate – Notice to relevant parties

<name>

<address>

<Home Office reference number>

Dear <name>

Investigation of proposed marriage or civil partnership

Your proposed marriage to, or civil partnership with, <name of party> was referred by a registration official to the Secretary of State to decide, under section 48 of the Immigration Act 2014, whether to investigate whether the proposed marriage or civil partnership is a sham. A sham marriage or civil partnership is entered into by a couple who are not in a genuine relationship in an attempt to obtain an immigration advantage for one or both of them.

This letter is to notify you under section 48 of the Immigration Act 2014 that the Secretary of State has decided to investigate whether your proposed marriage or civil partnership is a sham. This is because you and your fiancé(e) or proposed civil partner are not both exempt on grounds of nationality or immigration status¹ and the Secretary of State has reasonable grounds to suspect that your proposed marriage or civil partnership is a sham.

Your proposed marriage or civil partnership will therefore be subject to a 70 day notice period. This period will end on <date>.

Under section 50 of the Immigration Act 2014, you must comply with the investigation, including the requirements set out in part 2 of this letter and in any subsequent notification to you from the Secretary of State, whether orally or in writing. By the above date, the Secretary of State must decide whether you and your fiancé(e) or proposed civil partner have complied with the investigation and give you notice of that decision.

For your marriage or civil partnership to take place after the 70 day notice period, the Secretary of State must decide that you and your fiancé(e) or proposed civil partner have complied with the investigation. The registration official must also be satisfied that there is no legal reason why they cannot issue or complete the required certificate or schedule.

If the Secretary of State decides that you and/or your fiancé(e) or proposed civil partner have failed without reasonable excuse to comply with the requirements set out in part 2 of this notice, or in any subsequent notification, the Secretary of State may decide that you and/or your fiancé(e) or proposed

¹ To be exempt you must be a British citizen; a European Economic Area (EEA) or Swiss national; or a non-EEA national who has provided the registration official with the required evidence of (or who the Home Office establishes has) an EU right of permanent residence in the UK, exemption from immigration control or settled status in the UK, or a valid marriage or civil partnership visa.

Section 48 – Decision to investigate – Notice to relevant parties

civil partner have failed to comply with the investigation. If the Secretary of State does, you will not be able to marry or enter into a civil partnership on the basis of the notice you have given. You would need to give notice again if you still wished to do so.

If the Secretary of State determines, whether before or after it takes place, that your marriage or civil partnership is a sham, the Secretary of State or an immigration officer may take immigration enforcement action where appropriate against you or the other party to the marriage or civil partnership.

If the Secretary of State determines, whether before or after it takes place, that your marriage or civil partnership is a sham, the Secretary of State may refuse an application made by you or by your spouse or civil partner under the Immigration Rules or the Immigration (European Economic Area) Regulations 2006 to stay in the UK on the basis of your relationship with the other party. A refusal of an application on these grounds is without prejudice to the refusal of the application on any other basis.

You can find out more information about marriage and civil partnership in the UK on gov.uk at:

<https://www.gov.uk/marriages-civil-partnerships/overview>

Example 2b: Letter advising the couple what they are required to do to meet the investigation.

Section 48 – Decision to investigate – Notice to relevant parties (part 2)

<name>

<address>

<Home Office reference number>

Investigation of proposed marriage or civil partnership – part 2

Under section 50 of the Immigration Act 2014, you must comply with the following requirements. You must also comply with any requirements subsequently notified to you, orally or in writing, by the Secretary of State.

You must now:

a) Provide the following information, evidence or photographs:

<a description of the information, evidence or photographs to be submitted>

<where a document(s) is to be provided, specify where a certified translation must also be provided, and where a certified copy may be provided>

To this address:

By this date:

And quoting the Home Office reference number above.

Or if indicated here [], by bringing the information, evidence or photographs with you when you are interviewed.

b) Arrange to be interviewed:

By telephoning this number:

Or by emailing this address:

Or by writing to this address:

By this date:

And quoting the Home Office reference number above.

The interview will be arranged to take place:

- in person at your home
- in person at the home of your fiancé(e) or proposed civil partner
- in person at Home Office premises
- by telephone at Home Office premises
- by telephone while you are elsewhere

The interview must take place by this date:

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When you contact us, you must make yourself reasonably available so that a date, time and location (as listed above) can be arranged for the interview to take place by the above date. The interview will be held during normal office hours, unless you agree otherwise or the interview overruns.

If indicated here [], your fiancé(e) or proposed civil partner is to be interviewed, either with you and/or separately, on the same occasion. If so, one (not both) of you must contact us as above and in doing so must be able, so far as practicable, to agree the date and time of the interview on behalf of you both.

You may be accompanied at an interview by a legal representative (who must be a qualified person within the meaning of section 82 of the Immigration and Asylum Act 1999) – see the website of the Office of the Immigration Services Commissioner for more information at <http://home.oisc.gov.uk/>. You may also be accompanied by an interpreter appointed by you. You may not be accompanied by any other person without our agreement.

You must also:

c) **Comply with any other requirements notified to you** (orally or in writing) by the Secretary of State as part of the investigation.

If you are to be interviewed, this will include attending and participating in the interview at the place, date and time arranged with us for this.

d) **Inform us within four working days of the date on which it occurs, of any change during the period of the investigation in your usual address (or you may instead notify us beforehand).** You must do this,

By emailing this address:

Or by writing to this address:

And also quoting the Home Office reference number above.

You must also, within seven working days of the date on which the change occurs, send or deliver one piece of specified evidence of the change of your usual address, to the above address.

This evidence can include:

- utility bill *
- bank or building society statement or passbook *
- council tax bill or rate bill *
- current residential tenancy agreement
- mortgage statement *
- valid driving licence
- letter from the owner or proprietor of the address which confirms that you live at the address, states that person's name and address and that they are the owner or proprietor of the address, and is signed and dated by them *

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* These types of evidence must be dated no more than one week before the date on which you gave notice of the change.

If you share your new usual address with your fiancé(e) or proposed civil partner, only one of you need contact us to notify us of the change. The same specified evidence of your new usual address can be provided for you both if it shows both your names.

e) If you gave notice at a designated register office in England and Wales, and your usual address was outside the UK, you will have provided a UK contact address, that is an address in the UK at which you can be contacted by post. **If this UK contact address changes, or if your usual address changes to an address outside the UK, you must inform us within four working days of the date on which it occurs (or you may instead inform us beforehand), of your new UK contact address.**

You must do this,

By emailing this address:
Or by writing to this address:

And also quoting the Home Office reference number above.

If you share your new UK contact address with your fiancé(e) or proposed civil partner, only one of you need contact us to notify us of the change.

Example 3: Letter advising couple that they have complied with Home Office investigation.

Section 50 – Compliance decision – Notice to relevant parties that they have complied with the investigation

<name>

<address>

<Home Office reference number>

Investigation of proposed marriage or civil partnership

Your proposed marriage to, or civil partnership with, <name of party> has been investigated by the Secretary of State under section 50 of the Immigration Act 2014.

This letter is to notify you under section 50 of the Immigration Act 2014 that the Secretary of State has decided that you and your fiancé(e) or proposed civil partner have complied with the investigation.

For your marriage or civil partnership to take place after the 70 day notice period, the registration official must be satisfied that there is no legal reason why they cannot issue or complete the required certificate or schedule. Your marriage or civil partnership cannot take place until this has been done.

The Secretary of State's decision under section 50 of the 2014 Act that you have complied with the investigation into your proposed marriage or civil partnership does not constitute a determination as to the genuineness of the relationship on which it is based. If your marriage or civil partnership takes place, any decision taken on an application made by you or by your spouse or civil partner under the Immigration Rules or the Immigration (European Economic Area) Regulations 2006 to stay in the UK on the basis of it will still involve an assessment of the genuineness of that relationship by the Home Office.

You can contact the register office responsible for issuing or completing your certificate or schedule to confirm when your notice period is complete.

You can find out more information about marriages and civil partnerships in the UK on gov.uk at:

<https://www.gov.uk/marriages-civil-partnerships/overview>

Example 4: Letter advising couple that they have not complied with Home Office investigation.

Section 50 – Compliance decision – Notice to relevant parties that they have NOT complied with the investigation

<name>

<address>

<Home Office reference number>

Investigation of proposed marriage or civil partnership

Your proposed marriage to, or civil partnership with, <name of party> has been investigated by the Secretary of State under section 50 of the Immigration Act 2014.

This letter is to notify you under section 50 of the Immigration Act 2014 that the Secretary of State has decided that you and/or your fiancé(e) or proposed civil partner have [or has] not complied with the investigation. As you were informed when notified of the decision to investigate your proposed marriage or civil partnership, this means that the registration official may not issue or complete the required certificate or schedule to allow the marriage or civil partnership to take place after the 70 day notice period. You must give notice again if you still wish to marry or register a civil partnership. That further notice would be referred to the Home Office and could be investigated under the scheme if the relevant requirements for this were met.

The Secretary of State has decided that you and/or your fiancé(e) or proposed civil partner have/has not complied with the investigation because, in the Secretary of State's view, you and/or [s/he] failed without reasonable excuse to comply with the following requirements, in the following way:

[Insert details].

The Secretary of State's decision under section 50 of the 2014 Act that you have not complied with the investigation into your proposed marriage or civil partnership does not constitute a determination as to the genuineness of the relationship on which it is based. However, whether or not your marriage to, or civil partnership with, the other party takes place at a later date, any decision taken on an application made by you or them under the Immigration Rules or the Immigration (European Economic Area) Regulations 2006 to stay in the UK on the basis of it, or otherwise on the basis of your relationship, will involve an assessment of the genuineness of that relationship by the Home Office.

You can find out more information about marriages and civil partnerships in the UK on gov.uk at:

<https://www.gov.uk/marriages-civil-partnerships/overview>

Annex B: Form 1 – application to the Secretary of State to reduce the waiting period.

Marriage Act 1949 Section s.31(SA) and (SEA)

FORM 1

APPLICATION TO REDUCE THE 28/70 DAY WAITING PERIOD

Names of parties	Address	Proposed date of marriage	Place of marriage

I, (*name and surname*) gave notice of marriage in Registration District
on (*date*) and I hereby apply to the Secretary of State for a reduction of the 28/70 day waiting period so that I may marry on the proposed date given above.

The other party named above *is/is not applying to the Secretary of State for a reduction of the 28/70 day waiting period.

The exceptional circumstances of my case:

--

(continue on a separate sheet if required)

I *enclose/do not enclose evidence in support of my application and I enclose the appropriate fee.

Signed Date Contact telephone number (if available)

* *delete whichever does not apply*

M16 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.** From what date is the expiry date of a superintendent registrar's certificate calculated?
- Q2.** When issuing the superintendent registrar's certificate it is noticed that the venue description is incorrect on the notice of marriage as the register office marriage room has become an approved premises since notice has been given. What action should be taken?
- Q3.** A couple gave notice of their intention to marry in a Roman Catholic Church with the attendance of an authorised person 6 months ago. Their certificates have been issued and collected by them. Two days before the marriage they contact the register office to say that they cannot find the certificates and the authorised person will not allow the marriage to proceed without them. What action should be taken?
- Q4.** A British couple attend the register office to ask about getting married quickly. One of the parties to the marriage has just been diagnosed with a life threatening condition for which he is to undergo a major operation in a week's time. They would like to marry before he has the operation and so are unable to comply with the 28 day waiting period. What advice should be given and what action should be taken?
- Q5.** In what circumstances may a superintendent registrar refuse to issue his certificate?
- Q6.** Who can the notice giver appeal to when the superintendent registrar has refused to issue his certificate and how should the appeal be made?