



Home Office

MRAU Guidance

Version 1.1

Contents

| | |
|---|----|
| Contents..... | 2 |
| About this guidance | 4 |
| Contacts | 4 |
| Publication | 4 |
| Changes from last version of this guidance | 4 |
| Introduction | 5 |
| RESPONSIBILITIES | 6 |
| Process..... | 8 |
| Workflow: MRAU Legacy Case List..... | 8 |
| GREEN Cases..... | 8 |
| RED Cases | 8 |
| Issue Green Letters..... | 9 |
| Issue Red Letters - Extending Notice Period - Flowchart | 11 |
| Issue Red Letters - Extending Notice Period - Guidance | 12 |
| STEP 1: Issuing Extension Letters | 12 |
| STEP 2: Managing Responses..... | 12 |
| STEP 3: Failure to Comply – Non-compliance Guidance | 16 |
| RED or Green letters – Return to Sender / Undeliverable | 17 |
| Tasking..... | 18 |
| Email Inboxes – S24 and General..... | 19 |
| S24 Inbox | 20 |
| General Inbox | 26 |
| Post..... | 27 |
| Telephone: MRAU's Registrars' Helpline | 28 |
| Standard Responses/Guidance – Correspondence | 29 |
| Automatic Response to General Inbox | 29 |
| Red response received | 30 |
| Not heard outcome | 30 |
| Change of address | 31 |
| Solicitor informing us they are acting for subject/s..... | 32 |
| Registrar queries | 33 |
| Caseworker enquiry/can MRAU conclude case..... | 33 |
| Wrong name | 33 |

| | |
|--|----|
| Am I in scope? /I am not in scope..... | 33 |
| My visa will expire before my notice period ends. Should I stay in the UK? | 34 |
| No MRAU case | 34 |
| What documents do I need to give notice? | 35 |
| Do I have the right visa to marry? | 35 |
| When will my case be concluded – wedding booked for a date which falls before Day 70 | 35 |
| RED case outcome prior to the 70 days extension | 36 |
| Wedding not going ahead | 36 |
| Interview Transcripts..... | 36 |
| IO providing details of interview | 37 |
| High Harm | 37 |
| Annex 1..... | 38 |
| Mail Merge – Northern Ireland..... | 38 |
| Annex 2..... | 39 |
| Holders of Diplomatic Passports | 39 |
| Annex 3..... | 40 |
| Not in Scope – Exempt Visa Categories..... | 40 |
| Annex 4..... | 42 |
| Legislation | 42 |
| Annex 5..... | 54 |
| Registrar Contact Details..... | 54 |

About this guidance

This guidance tells MRAU Legacy staff about the processes for the newly formed team, on 1st April 2019.

Contacts

If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) or have any comments about the layout or navigability of the guidance then you can email the Guidance Rules and Forms team.

Publication

Below is information on when this version of the guidance was published:

- version **1.1**
- published for Home Office staff on **1st April 2019**

Changes from last version of this guidance

Nil – new document.

Related content

[Contents](#)

Related external links

[Immigration Act 2014: Marriage and civil partnership referral and investigation scheme: statutory guidance for Home Office staff - March 2015](#)

Introduction

Part 4 of the Immigration Act 2014 (the 2014 Act) reforms the process for giving notice of marriage or civil partnership to give the Home Office a much stronger platform for effective, systematic action to disrupt and deter sham marriages and civil partnerships and prevent participants from gaining an immigration advantage.¹

From 2 March 2015, the 2014 Act extended the marriage and civil partnership notice period from 15 days to 28 days for all couples in England and Wales marrying following civil preliminaries or forming a civil partnership, and required all couples involving a non-European Economic Area (non-EEA) national who wish to marry in the Anglican Church in England and Wales to complete civil preliminaries and give notice at a register office and be subject to the 28-day notice period.

From 2 March 2015, the marriage and civil partnership notice period in Scotland and in Northern Ireland was extended to 28 days for all couples, under changes implemented by the Scottish Government and the Northern Ireland Executive to marriage and civil partnership laws in Scotland and Northern Ireland.

From 2 March 2015, the 2014 Act, together with secondary legislation for Scotland² and Northern Ireland³, also introduced a referral and investigation scheme for proposed marriages and civil partnerships across the UK involving a non-EEA national who could benefit in immigration terms. All proposed marriages and civil partnerships in the UK involving a non-EEA national with limited or no immigration status in the UK, or who does not provide specified evidence that they are exempt from the scheme⁴, are to be referred to the Secretary of State by the registration official.⁵

The Secretary of State will assess all referrals against intelligence and evidence based risk profiles and other information to identify suspect proposed marriages and civil partnerships, and then consider in these cases whether there are reasonable grounds to suspect a sham marriage or civil partnership. Where the Secretary of State has reasonable grounds to suspect a sham and at least one of the parties is not exempt from the scheme, she may decide to investigate whether the marriage or civil partnership is a sham. Notification of that decision to the relevant registration official will have the effect of extending the notice period from 28 days to 70 days, which will allow the Home Office to investigate and take appropriate enforcement or casework action where a sham is established. A couple will be unable to get married or enter into a civil partnership on the basis of that notice if they do not comply with an investigation under the scheme.

¹ Further information about the Immigration Act 2014 can be found at <https://www.gov.uk/government/collections/immigration-bill>

² The Referral and Investigation of Proposed Marriages and Civil Partnerships (Scotland) Order 2015 (S.I. 2015/396): <http://www.legislation.gov.uk/id/uksi/2015/396>

³ The Referral and Investigation of Proposed Marriages and Civil Partnerships (Northern Ireland and Miscellaneous Provisions) Order 2015 (S.I. 2015/395): <http://www.legislation.gov.uk/id/uksi/2015/395>

⁴ To be exempt from referral the person must be a British citizen; an EEA or Swiss national; or a non-EEA national who has provided the registration official with the specified evidence of an EU right of permanent residence in the UK, of exemption from immigration control or settled status in the UK, or of a valid marriage or civil partnership visitor visa or a valid fiancé(e) or proposed civil partner visa.

⁵ Further information about these changes is available at <https://www.gov.uk/marriages-civil-partnerships/giving-notice-at-your-local-register-office>

RESPONSIBILITIES

This page provides information on the responsibilities for the MRAU Legacy team.

MRAU are responsible for:

- issuing letters to inform couples their case has not been extended (GREEN) – target before day 28,
- issuing letters to inform couples their case has been extended (RED) – target before day 28,
- managing RED cases through the process to Tasking / Non-compliance,
- tasking relevant RED cases to ICE,
- managing incoming emails to the S24 inbox, including:
 - o Manual uploads,
 - o Manual notification of cases to GRONI,
 - o Waiver requests – referred onward to appropriate G7
 - o CID Flag queries – where the auto response has not answered the query.
- managing incoming emails to the General Inbox,
- managing incoming post,
- managing the Registrars Helpline.

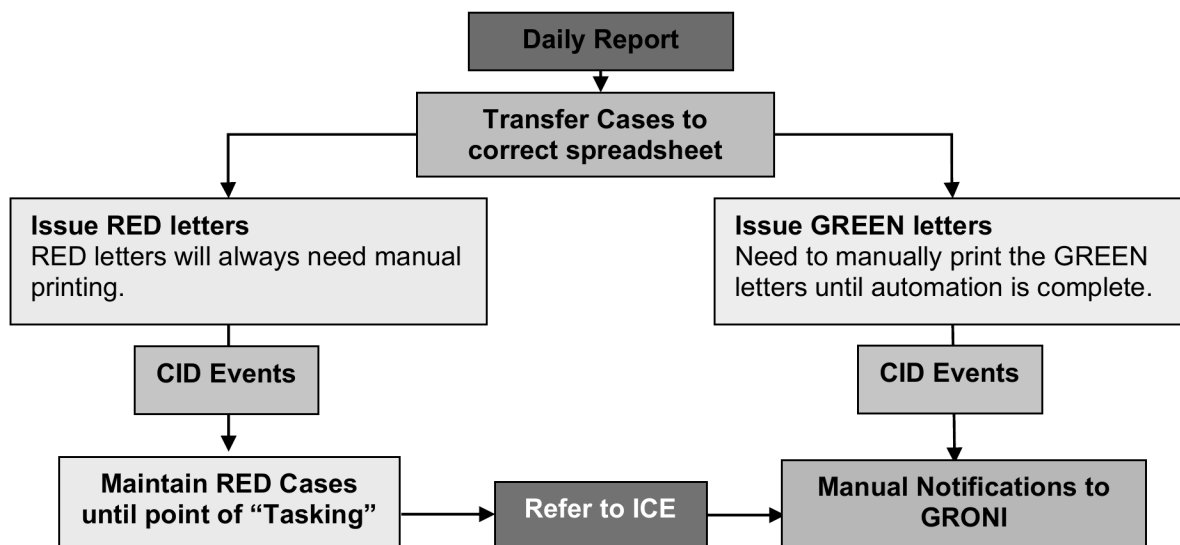
Data Analytics Competency Centre (DACC) run a daily report to identify "RED" and "GREEN" cases. The cases are identified by the automation model and are referred to the MRAU on a spreadsheet via email to the S24 Inbox.

The RED cases are transferred manually to the “MRAU Legacy Case List” spreadsheet.

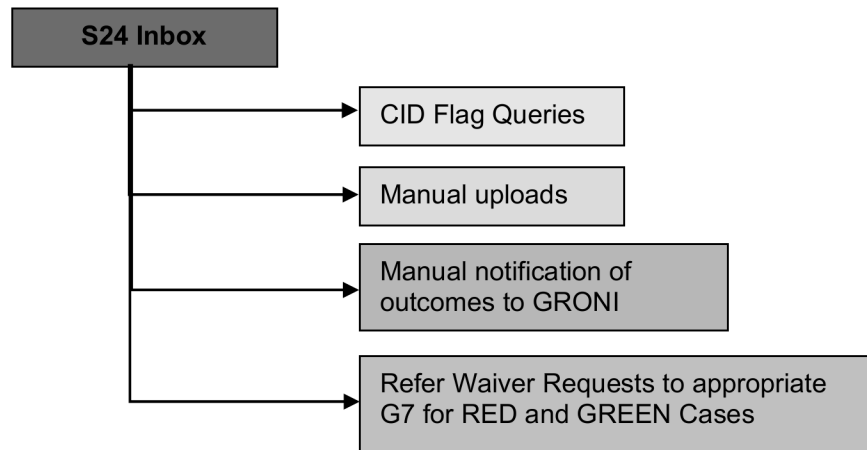
The GREEN cases are transferred manually to the “MRAU Legacy Green List”.

The cases are managed through the process from these spreadsheets, which monitors progress and actions taken on each case.

Flowchart for the responsibilities for the MRAU Legacy team.



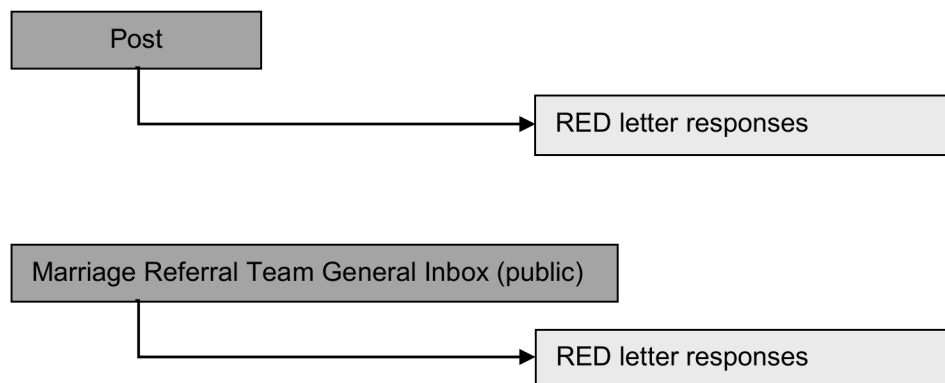
- S24 Inbox (Registrar):
 - Manual uploads required to CID where there is a low match score, from MIDAS/DACC.
 - Case queries.



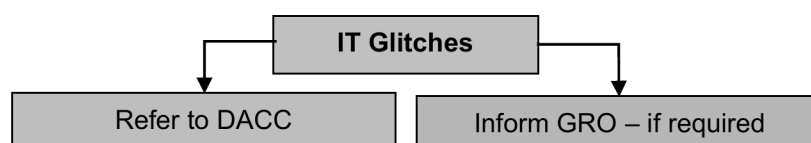
- External Communications



An answer service will be added to the helpline, redirecting status checks to the status check team. All other enquires will be responded to within 24 hours.



IT Glitch – Refer to DACC



Related content

[Contents](#)

Related external links

Process

Workflow: MRAU Legacy Case List

The “[MRAU Legacy Case List](#)” spreadsheet should be used to monitor workflow of RED cases being managed by MRAU Legacy. The “MRAU Legacy Green List” should be used to monitor workflow of GREEN cases. These are shared spreadsheets, which means more than one person can update it at the same time.

GREEN Cases

GREEN cases will be provided on a spreadsheet from DACC to the Section 24 inbox.

GREEN cases should be cut and pasted into the GREEN tab.

Use “**Special Paste**”, and select “**Values**”, which will maintain the formatting.

Officers should update columns I-K as the cases are actioned, following the “[Issue Green Letters](#)” Guidance.

RED Cases

RED cases will be provided on a spreadsheet from DACC to the Section 24 inbox.

RED cases should be cut and pasted into the RED tab, columns B-I and the incoming date noted in column A.

Use “**Special Paste**”, and select “**Values**”, which will maintain the formatting.

To identify new RED cases, filter column “**N**” for “**Blanks**”.

The spreadsheet will auto populate with relevant dates, as it is being filled in, and provides the Day 23, 28, 60, 65 and 70 for each case, in columns AR-AV.

Every day each RED case should be processed using the “[Issue Red Letters - Extending Notice Period: Step 1](#)” Guidance.

Every day, the spreadsheet should be filtered for today’s date in column “**R**”. The “[Issue Red Letters - Extending Notice Period: Step 2](#)” Guidance should be followed for each case identified.

Every day, the spreadsheet should be filtered for today’s date in column “**Y**” and “**AE**”. The “[Issue Red Letters - Extending Notice Period: Step 3](#)” Guidance should be followed for each case identified.

When using the “[MRAU Legacy Case List](#)” ensure all filters are off / removed, between each step.

Issue Green Letters

The “MRAU Legacy Case List” spreadsheet, should be completed for each step of the process. Guidance can be found at “Workflow: MRAU Legacy Case List”

When a case is determined as Green (i.e. we have no reason to extend the case to 70 days for further investigation), please follow the below steps:

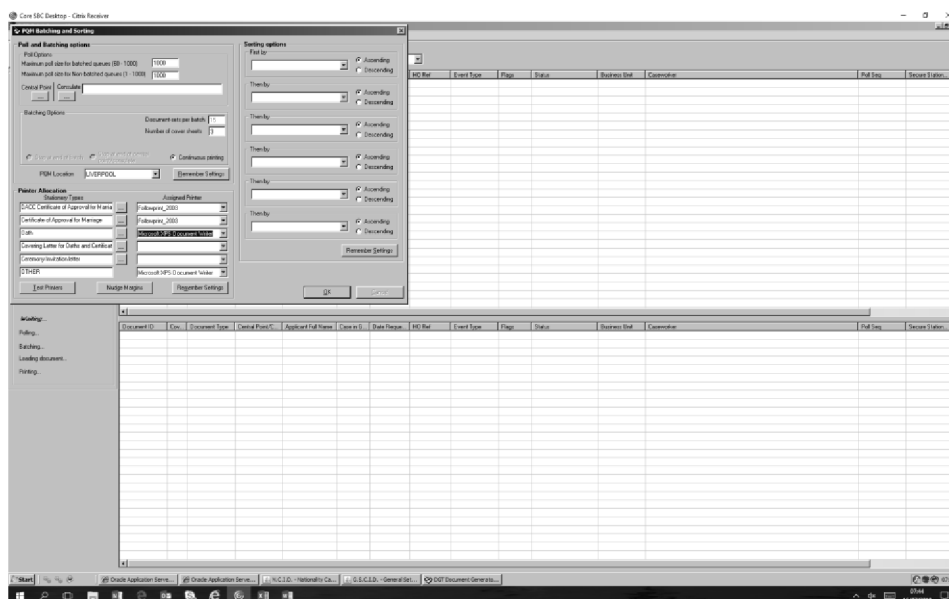
1. Ensure both parties have a GREEN outcome on CID.
2. Each party must have their own individual letter in a separate envelope to their partner:

This guide is to help you to access Print Queue Manger to print off the Auto Green DACC letters. All green cases should have the outcome already on CID (Green: No extension). All letters printed will be non-extension letters (ICD4970).

To print letters:

- Access Nationality CID (N-CID).
- Click File, go down to Print Queue Manager.
- In settings, please use the below:
Print Location should be set to Liverpool.

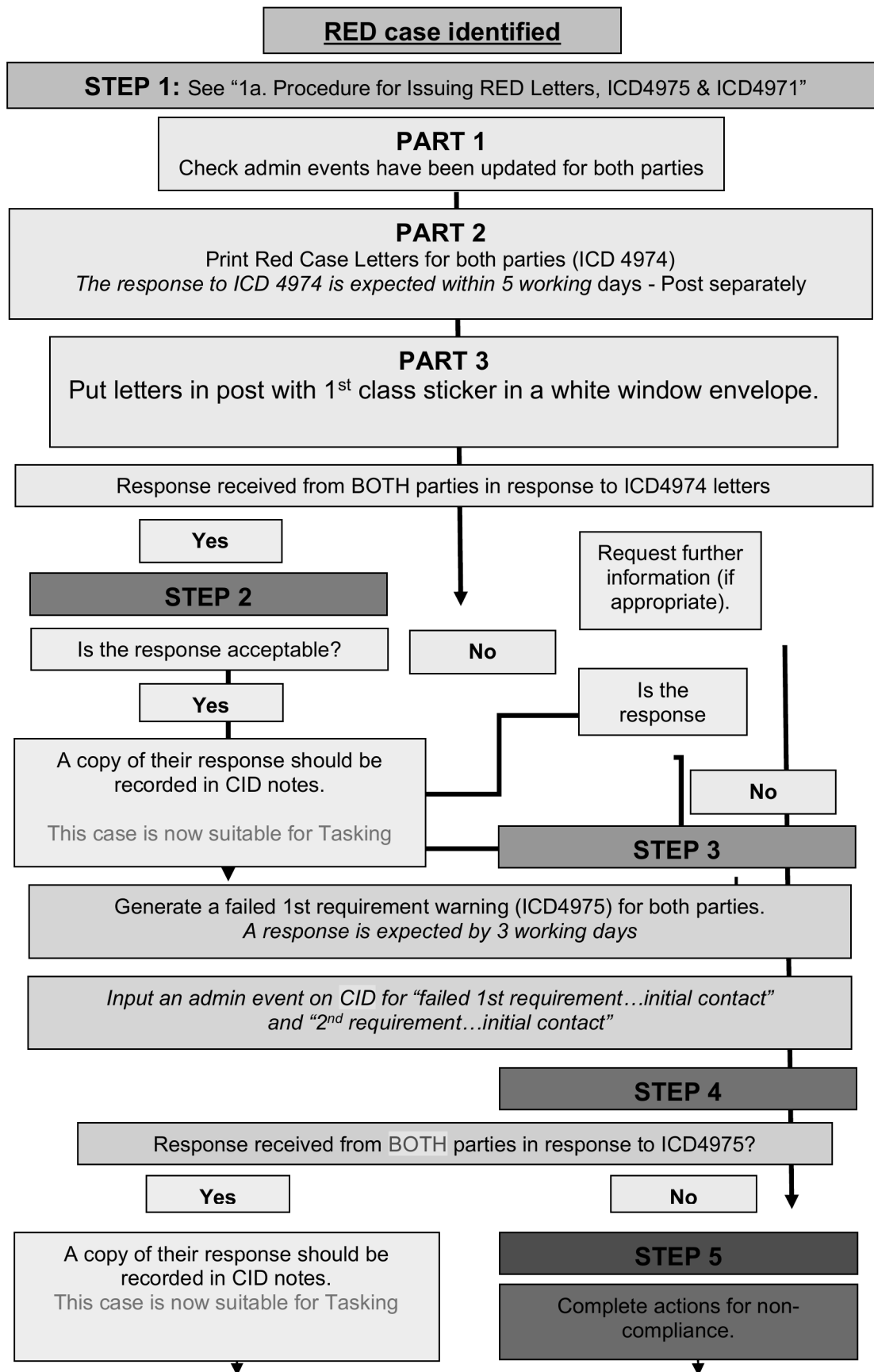
Printer Allocation: Stationary Types – DACC Certificate of Approval To Marriage, and Certificate of Approval to Marriage. Assigned Printer – Followprint_2003.



- Click “Remember Settings” next to PQM Location and under Stationary types.

- Click OK.
 - When selecting a print queue, choose “DACC_SHAM_MARRIAGE” and “Sham Marriage”.
 - Click “Load”. This will bring up a grey box showing up all letters.
 - If there are any rows of data showing “unprinted docs” these require printing. If “unprinted docs” shows 0, there are no letters to be actioned.
 - Once you locate letters needing to be printed, click on that row of data and click OK.
 - The individual letters will be on the top half of your screen. Click “Start the queue”.
 - Once the letters have moved to the bottom of the screen, the printing is done. Press “Stop the queue”.
 - Repeat the steps if there are more than 1 batch of letters that require printing.
3. The envelope must be an A5 size with a window and have a 2nd class sticker on the front along with a return address sticker on the back. If green letter is being issued after day 21, please use 1st class sticker. *Any overseas addresses must be sent 1st class with AIR MAIL sticker on.
 4. If a CID address does not have a flat number, please contact the GRO (General Registers Office) on [REDACTED]
 5. If the letter is printed with no address, please re print from CID using ICD4970 – Manual. If there is no address held on CID at all, please follow step 4.

Issue Red Letters - Extending Notice Period - Flowchart



Issue Red Letters - Extending Notice Period - Guidance

The “[MRAU Legacy Case List](#)” spreadsheet, should be completed for each step of the process. Guidance can be found at “[Workflow: MRAU Legacy Case List](#)”

STEP 1: Issuing Extension Letters

- Enter CID
- Click on case details then click on the calculator
- Click in box to bring up date then click in box next to it put 1st then F9 then scroll down to 1st Initial Contact letter click on this and it will populate the box and Extension to 70 days.
- Go to notes and advise 4974 issued with BF date
- Repeat the above for both parties
- Then issue the 4974 letter through DOC GEN
- Next to “our ref” insert GROURN.
- Also add day 70 (70 days from notice date) and enter reply by date which is 5 working days after letter is issued.
- At the bottom of the letter, sign “On Sincerely, on Behalf of the Secretary of State”
- Print and Send
- The envelope must be an A5 size with a window and have a 1st class sticker on the front along with a return address sticker on the back. (we will provide your first batch of stickers)
- If a CID address does not have a flat number, please contact the GRO (General Registers Office) for confirmation of the address both parties gave when they gave notice by telephone [REDACTED]

STEP 2: Managing Responses

Check if responses have been received from both parties **OR** on behalf of both parties:

- Check notes on CID for copy of response rec'd.
- Check incoming post.
- Check email inbox 'marriagereferralteamgeneral'

The upcoming deadlines for response can also be found on the “[MRAU Legacy Case List](#)” spreadsheet, in column “O”.

1. **Response received from BOTH parties in response to ICD4974 letters**

- If both parties have responded to ICD.4974 letters, is the response acceptable?

YES

A copy of their response should be recorded in CID notes. Update spreadsheet to show that response has been received.

This case is now suitable for Tasking - See "Tasking" Guidance

NO

Request further information (if appropriate).

Follow below instruction:

Please note:

- I. If a representative has responded on behalf of the couple, is there a letter of authority attached or have they previously represented the couple?

If the answer to both questions is NO, you must contact the representative and request letters of authority from for both individuals.

- II. If one or both individuals advise that they have changed address since giving notice, they have a legal obligation to notify us of this and to evidence the new address.

You must issue a response requesting the relevant documentation.

In both scenario I) & II), you must advise the representatives/couple that they have a further 5 working days to respond.

Update spreadsheet as appropriate. (E.g if a rep has responded without letter of authority, fill in the boxes on the spreadsheet to show this.)

- Upon receipt of the response, again consider, is it acceptable?

YES

A copy of their response should be recorded in CID notes. Update “MRAU Case List 4.2” to show that response has been received.

This case is now suitable for Tasking - See “Tasking” Guidance

2. One party response:

If only 1 party has responded, follow process for the party who has not responded. Update spreadsheet as appropriate.

NO

If you do not receive a response by the deadline, or if it is not satisfactory, move to STEP 3.

3. No response received:

FAILED 1st REQUIREMENT (ICD4975)

If there is no response to the extension letter or there is no suitable response has been received in relation to our request in I) & II) above:

- a) Issue ICD.4975 1st failure to comply warning letter for each individual that has failed to comply, giving a minimum of 3 working days for a response.
- Provide an explanation of what they have failed to comply with
 - Explain what is still required
 - Update “MRAU Case List 4.2” to show that no response has been received and that ICD4975 has been issued.

Copy of how body of letter should look:

You were informed by a letter ICD.4974 dated insert date that your proposed marriage to, or civil partnership with, name of party is being investigated by the Secretary of State under section 50 of the Immigration Act 2014.

That letter informed you that, as part of the investigation, you must comply with any requirements notified to you then or subsequently, orally or in writing, by the Secretary of State, as laid out in part B of this letter.

However, the Secretary of State believes that you have failed to comply with the requirement(s) set out above or provide a reasonable excuse for this failure to comply, given that:

- You failed to provide a current telephone number and/or email address.

In accordance with Regulation 15 of the Proposed Marriages and Civil Partnerships (Conduct of Investigations, etc) Regulations 2015, you are now required to contact us with a view to complying with the requirement(s) and with any other requirement of the investigation.

You must contact us, quoting your Home Office reference number (shown at the top of this letter) by: Insert date: at least 3 working days from the date this notice will be given.

- b) Update CID admin events, with failed 1st requirement: initial contact.
- c) Add a new admin event: “2nd requirement: initial contact”
- d) Add a note to CID notes: i.e. ***failed to respond to initial letter, 1st failed to comply issued – response required by xx/xx/xx.***
 - Input an admin event on CID for “failed 1st requirement: initial contact”
 - Input an admin event on CID for “2nd requirement: initial contact”

When using the “MRAU Legacy Case List” ensure all filters are off,
before seeking to obtain the daily cases

STEP 3: Failure to Comply – Non-compliance Guidance

The upcoming deadlines for response can be found on the “[MRAU Legacy Case List](#)” spreadsheet, in column “AE”.

If there is no response to the ICD.4975, conclude the case:

- a) Issue ICD.4971 non-compliance decision to both parties
 - Provide an explanation of what they have failed to comply with, n.b if one party has complied you are explaining what their partner has failed to comply with. – Template minute wording can be found here:

F:\Liverpool Intelligence Hub\Admin\MRAU\1. MRAU LEGACY\1. MRAU Legacy Guidance & Templates\2. Templates

- Update CID admin events, with “failed 2nd requirement: initial contact”.
 - Input the outcome for the marriage referral with “Non-Compliance” (“NI - Non-Compliance” for Northern Ireland cases)
- b) Add a note to CID to conclude the case. Include details of non-compliance (this can be the same explanation that you have put on the ICD4971)
 - c) Update the “[MRAU Legacy Case List](#)” spreadsheet.
 - d) If there is no immigration offence, close the MRAU intel flag on CID.
 - e) Email the GRO, GRONI, NRS, to advise them of the non-compliance decision.

When using the “[MRAU Legacy Case List](#)” ensure all filters are off, before seeking to obtain the daily cases

RED or Green letters – Return to Sender / Undeliverable

Red letters:

Put a note on CID stating letter returned on x date, state reason letter returned.

If letter is returned for any of the following reasons:

Address incomplete
Address inaccessible
Addressee gone away
No such address

Please clarify correct address with GRO and then re issue letter as appropriate.

If post is returned for any other reason, please see below:

Refused – Update CID notes stating letter returned (quote date and reason) and shred (we hold a hard copy in DocGen)

Not called for – Update CID notes stating letter returned (quote date and reason) and shred (we hold a hard copy in DocGen)

Green letters:

Regardless of reason for letter being returned – Put a note on CID stating letter returned (date) put reason for return and shred (we hold a hard copy in DocGen)

Any letter returned with mitigating circumstances raise with a manager for further advice.

Tasking

Tasking should be completed once a week, on a Thursday, before noon.

Cases suitable for tasking, are RED cases on the “[MRAU Legacy Case List](#)” which have been processed using the above guidance and have been deemed to be suitable for tasking at the end of Step 2 (“[Issue Red Letters - Extending Notice Period: Step 2](#)”).

To identify the cases suitable for tasking, that have yet to be referred:

1. Filter column “**Tasking Ready?**” on the “[MRAU Legacy Case List](#)” for “**Yes**”.
2. Check columns “**Next Action (Auto populates)**”, “**Next Action (Auto populates)**”, “**Next Action (Auto populates)**” to ensure all the cases visible state “**Tasking - send to ICE**”
3. Complete columns “**Entity Search - Current Status (e.g. LTR exp 01/01/2025)**” to “**Marriage Hub**” by carrying out an entity search/CID search for the partner subject to immigration control.
4. Use the “ICE Finder”, to identify which ICE team the case falls under (using the postcode of the person subject to immigration control).
5. Refer to “**ICE areas**” document to identify which of the six ICE Marriage Hubs manage the referrals for each ICE team.
6. Update column “**Marriage Hub**” with the correct Marriage Hub (copy the same details for both partners in “**Entity Search - Current Status (e.g. LTR exp 01/01/2025)**”).
7. Complete columns “**Date Case Tasked / Closed**” and “**Officer**”, for both partners, with the date sent for tasking and the name of the officer sending the tasking to ICE.
8. Once the above is complete, open the “**MRAU Tasking Template**” spreadsheet:
 - Save as “**MRAU Tasking [date]**” (date = today's date)
 - Save it to “[1. MRAU LEGACY/Tasking](#)” Folder.
 - Select and copy the data in columns “**gro_urn**” to “**gro_nrs_file_timestamp**” in the “[MRAU Legacy Case List](#)”.
 - On “**MRAU Tasking [date]**” main tab select cell “A2” - Right click and Paste Special – Values or Text.
 - Copy columns “**Entity Search - Current Status (e.g. LTR exp 01/01/2025)**” to “**Date Case Tasked / Closed**” in the “[MRAU Legacy Case List](#)”.
 - On “**MRAU Tasking [date]**” main tab, select cell “J2” – Right click and Paste Special – Values or Text.
 - Copy columns “**Day 23**” to “**Day 70**” in the “[MRAU Legacy Case List](#)”.
 - On “**MRAU Tasking [date]**” main tab, select cell “N2” – Right click and Paste Special – Values or Text.
 - Filter the “**MRAU Tasking [date]**” spreadsheet at column “**Marriage Hub**” for each Marriage Hub, individually.

- Copy and paste the tasking from the “Main” tab to the corresponding Hub tabs, for each hub in turn - Paste Special – Values.

This process allows us to maintain the format and the content.

9. Email the entire “**MRAU Tasking [date]**” spreadsheet from the S24 Inbox, to all 6 ICE marriage hubs for their information:

- Solihull hub: National Marriage Investigation Team - Solihull
- Folkestone hub: Marriage Interview Folkestone
- Scotland hub: IceScotlandSupport
- Northern Ireland hub: MRAU Belfast
- West London hub: IE Eaton Marriage Team
- North London hub: [REDACTED]

Copy in [REDACTED]

Copy of email template below:

Hi All,

Please find attached the MRAU Tasking spreadsheet. The spreadsheet is split into tabs, one for each of your areas.

The tasking covers:
[Insert teams]

To identify your tasking, please select on the tab referring to your team.

Kind regards,

10. Drag and drop the sent email from your sent items folder to the “1. Tasking” folder in the S24 Sent items folder.

11. Copy and paste all Tasked cases from the “MRAU Legacy Case List” spreadsheet, to the “Tasked Cases” tab on the most recent “Archived - Tasked NonComp Cases” Spreadsheet.

Tasked cases should appear exactly as they are on the Case List – all data needs to be copied over.

Review to ensure they have copied over correctly, then delete all Tasked rows from the “MRAU Legacy Case List” spreadsheet.

When using the “MRAU Legacy Case List” ensure all filters are off, before seeking to obtain the tasking cases

Email Inboxes – S24 and General

S24 Inbox

An automatic response has been set up on the S24 Inbox to answer standard queries and redirect certain enquiries to correct departments. The response is as follows:

Thank you for contacting the Marriage Referral and Assessment Unit.

This inbox is not regularly monitored and not all emails will receive a response.

Marriage Referrals

If your query is regarding whether a case referral has been received by us, please contact your IT dept prior to contacting us. We will only respond to case queries where this initial check is confirmed as having been completed.

CID Markers

If you are emailing with regard to a CID marker, please be aware that our applications do not have an impact on an individual's immigration status and will not grant or deny leave. This case is not a barrier to removal.

Our investigation will be concluded 70 days after the case has been raised and we are unable to give priority to any particular case. This is due to a number of reasons, one of which is that we may wish to request a marriage interview to determine the genuineness of the relationship and require ample time to do so.

We will only respond to CID marker requests if the above information does not answer your query. In this instance, please email back confirming you need additional information on the marriage referral (only).

We will process all other emails as normal.

Kind Regards,
Marriage Referral and Assessment Unit

The section 24 email inbox is the point of receipt for a number of reports and correspondence including;

- S24 Reports – To be forwarded straight to [REDACTED]
- NI Cases – To be allocated to MRAU staff for upload onto CID. Also need researching and to advise GRONI if case is RED/GREEN.
- Scottish Cases – Please see below advice.
- Declaration of Immigration Status – Mark as for info only.
- Divorce Turn Down – Mark as for info only.
- MIDA Reports:
 - Duplicate referrals report (mark as yellow category – No further action at this point)
 - Multiple and Low Matches Report (manual uploads to be done)
 - Exceptions errors report (exceptions to be uploaded)
 - Exemption Report (we check to see if the couple are exempt – if not upload to CID)
 - Notification Error Report (this is where there may be an issue on CID. Open report, check if there is an issue with GRO and whatever field the issue may be in, if no issue NFA. If there is an issue amend as appropriate).
 - Missing Partner Report – Please see below advice.

Once reports are actioned, move into reports actioned/for info folder.

- GRO Waiver requests – Please see below advice for guidance on waivers.
- GRO Red to Green queries – Respond as appropriate.
- GRO Queries – Respond as appropriate.
- Registrars supporting docs – Mark for info only.
- Manual Upload Stats – Mark as “stats”
- GRO FDU – Mark for info only. Move to “IRs received” folder.

S24 Reports

Upon received from a register office, send straight to [REDACTED]

NI cases

These will be uploaded by whoever is doing manual uploads.

If we receive a query from GRONI, it is usually to ask for an update on a case. Check CID and respond as appropriate.

Scottish Cases

This is all of the Scottish cases referred for previous week. There are no reference numbers as we see them, but if you input into CID in order of row B, A, C then add M at the end the couple should come up. If they don't come up, email NRS and ask if there is any issue with referral (I usually copy and paste the data from the spreadsheet to give them the couple details). Template below:

Respond to whoever has sent email:

Good Morning/Afternoon,

Below is an individual that appears on the Scottish Referrals spreadsheet, however, we are yet to receive this case on to our systems.

[Insert relevant row of data from spreadsheet]

Can you check if notice was taken for this party and let me know of any issues?

Kind regards

Missing Partner Report

Delete all couples from the sheet. This should leave single parties only. Check if the individual is on CID. If not, contact GRO to ask if there have been any issues with referral or if notice has been taken. Template below:

Send to [REDACTED]

Good Morning,

Below is an individual which has been sent to us with no partner, therefore the system will not create the marriage referral and update our systems.

[Insert relevant row of data from spreadsheet]

Can you check if notice was taken for this party and let me know of any issues?

Kind regards

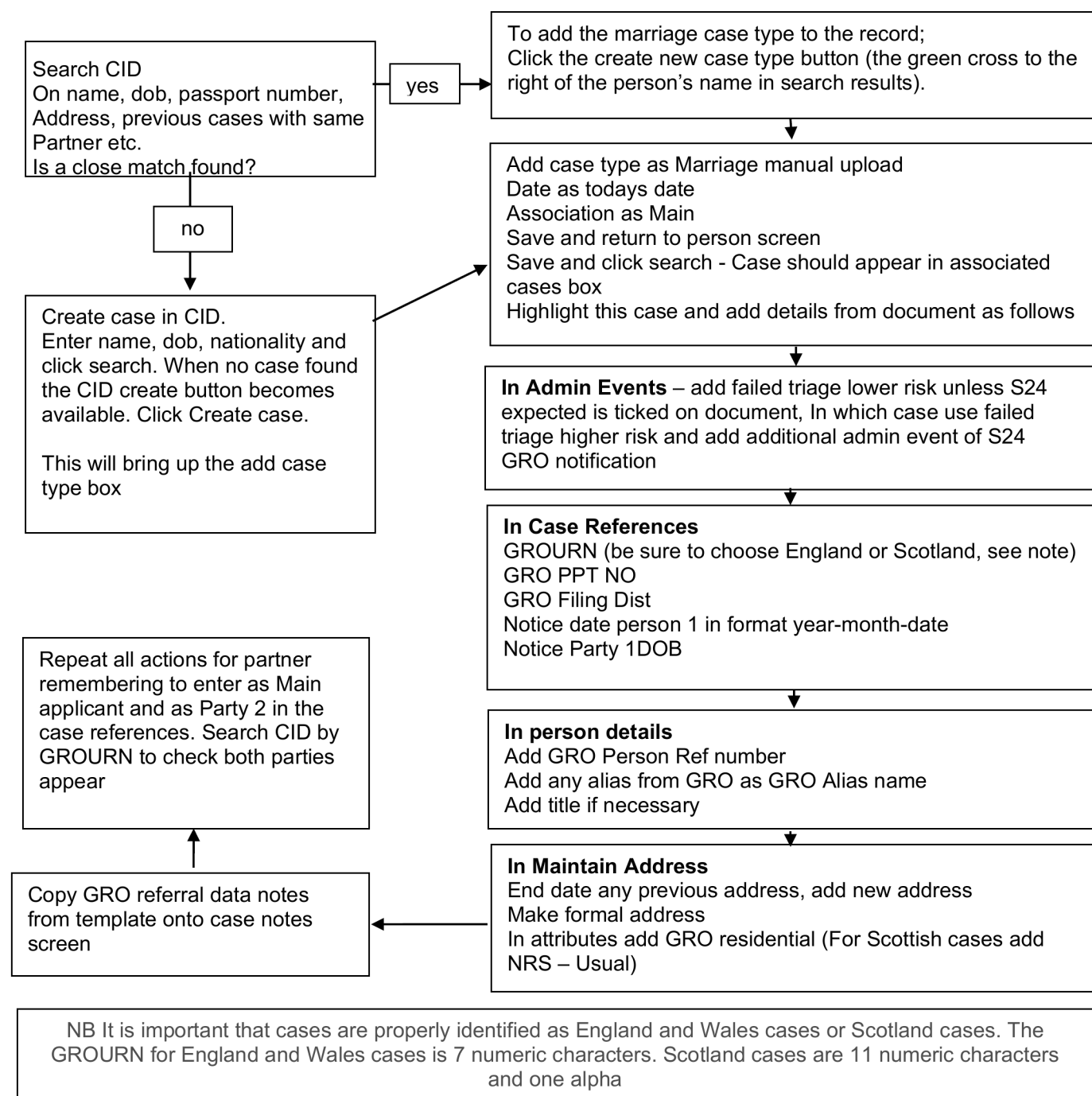
Please see below link for a list of template responses when working on S24 inbox:

F:\Liverpool Intelligence Hub\Admin\MRAU\1. MRAU LEGACY\1. MRAU Legacy Guidance & Templates\2. Templates

Manual Upload Flowchart

You will need to Mail merge the cases from Excel sheet onto a Microsoft Word Doc. Mail merge function can be found here:

F:\Liverpool Intelligence Hub\Admin\MRAU\1. MRAU LEGACY\1. MRAU Legacy Guidance & Templates\2. Templates\Process for inputting manual cases onto the templates.doc



GRO Waiver Requests Urgent – Needs to be done within 24 hours.

The waiver process is used when a couple giving notice require a reduction in the notice period due to exceptional circumstances in their case. They will first give notice as normal, and then make an application to reduce the notice period to the registrar submitting any supporting documentation. The registrar will request more evidence if necessary, until they have enough evidence to form a recommendation or not for a reduction in the notice period. They will then forward the application to MRAU, where an officer of Grade 7 or above must consider the application. This is because the Secretary of State must make the decision to reduce any notice period if the marriage notice is subject to the referral scheme, and the registration services cannot do this on their behalf. Exceptionally if the consideration is urgent a duty officer of no less a grade than SEO or equivalent can make the decision.

If we receive a waiver request it is usually titled something along the lines of:
“C0..... Urgent - Reduction in the waiting period”

Look at the case on CID. Check if we would green or red couple (hopefully, DACC will have triaged already. If DACC would RED case, check why they would RED. Check the reasons for the waiver request. Put this into writing and explain a bit about the case.

We would then make a recommendation on whether the waiver should be granted or refused. This should be sent to [REDACTED]

Once we receive a response on whether the waiver is granted/refused, we need to then inform GRO. Respond to GRO's initial request, advising the outcome. Please ensure that you do not send the email chain between [REDACTED]. I normally send something along the lines of:

Good morning/Afternoon,

*The below waiver request has been **granted/refused** by xxxxxxxxxx.*

Kind regards

If the waiver is granted, we need to manually green the case on CID.
Issue green letters and the following note:

Waiver Request to reduce waiting period received due to xxx xxx xxx. Request granted/refused by xxx xxx.
Wedding to take place on xxx xxx xxx.

Guidance to help when recommending grant/refusal:

In deciding whether to reduce the notice period, the MRAU officer must take into consideration:

- (i) Evidence provided by the marriage notice applicants to support this request
- (ii) Any information provided by a registration official involved in taking the notice
- (iii) Any information held about the couple on Home Office databases.
- (iv) The view of GRO based on previous experience.

A reduction in the notice period should normally be granted if it can be demonstrated that unreasonable inconvenience and/or financial loss is likely to occur without a reduction in the notice period which can be directly attributed to:

- (i) Making plans for marriages or civil partnerships in accordance with official advice as it stood at the time, which has either subsequently changed or been superseded.
- (ii) An administrative error by a government⁶ official.
- (iii) An error by an Authorised Person or member of the Clergy.
- (iv) Needing to travel at short notice or having travel plans disrupted due to considerable⁷ circumstances outside of their control.
- (v) To allow a change of venue because the original ceremony venue is no longer being available⁸ due to unforeseen circumstances, e.g. flooding, and all arrangements in place.
- (vi) Exceptional compassionate circumstances which could not have reasonably been foreseen.

If the Home Office is satisfied that the notice period should be reduced, the notice period will be reduced to the maximum length of time⁹ which will mitigate the unreasonable inconvenience and/or financial loss as much as could be achieved by a reduction in the notice period.

A decision as to whether to accept or refuse the application for a reduction in the notice period must be made as soon as possible, and typically no longer than one working day after the application is received from the registration services. Priority must be given to particularly urgent requests which may be followed by a telephone call from the registration services.

Mark Purple category (WAIVER).

GRO Red/Green and Green/Red queries

Frequency – ad hoc

These queries arise when cases which have triaged in one category are subsequently manually changed following research. System issues are currently affecting the way these cases notify to GRO which may also result in duplicate notifications. In these cases, GRO will seek confirmation of the correct Red or Green result.

DO action is to look at category on CID and reply to GRO with confirmation.

Actioned Emails should be ticked as complete

GRO other enquiries

⁶ 'Government' to cover registration and Home Office officials, and anybody else who may have involvement.

⁷ This needs to be applied strictly as this is geared towards armed forces personnel leaving on active service; or to cater for occasion such as the volcanic ash cloud where people were severely hampered from travelling.

⁸ This comes from criteria currently used by GRO. these usually relate to a requirement for a change of venue where the original place of marriage is no longer available due to flooding, fire or inaccessibility due to structural instability etc. – these will naturally be monitored very closely by the sham team as this could be an avenue used by organised crime to construct reductions in the notice period.

⁹ In England and Wales this cannot be less than 24 hours, but in the devolved administrations this can be less than one day.

GRO and Registrars may make enquiries on individual cases and on general points of process. These should be dealt with by DO on an ad hoc basis ensuring that normal principles of DPA are followed

Registrars may also make enquiries and it is important that they are asked to redirect enquiries regarding their own process to GRO;

GRO England and Wales [REDACTED]
GRO Northern Ireland [REDACTED]
GRO Scotland [REDACTED]

General Inbox

Upon receipt of responses to ICD.4974 or ICD.4975 from couples, CID should be updated with copies of the responses and “MRAU Legacy Case List” should be updated to indicate a response has been received.

If a couple are contacting to provide change of address – please see guidance on page 31 – standard responses.

An automatic response has been set up on the General Inbox to answer standard queries and redirect certain enquiries to correct departments. The response is as follows:

Thank you for contacting the Marriage Referral and Assessment Unit.

This inbox is not monitored outside of office hours.

We do not respond to all emails. If you do not receive a response you do not need to send another email regarding the same matter.

Please read the guidance below for updated information on what emails will be managed from this inbox:

Replying to us

If you have contacted us in response to a letter we have sent to you, we will consider your response and contact you again only if necessary.

Solicitors / Representatives

If you are a representative responding on behalf of a client, please note we will not be able to disclose any details on your client's case, unless you have provided a letter of authority.

Marriage Interviews

Please note that it is not necessary for the Home Office to conduct interviews in all cases. We will write to you inviting you to attend at a specific location, time and date if it is necessary for you to be interviewed.

If your email is in regard to an interview invite you have received e.g. requesting an interpreter or being unable to attend, your enquiry can no longer be dealt with by this team.

Please redirect your enquiry to the email address contained within the invite letter.

Challenging a Non-Compliance Decision

The Marriage Referral Team does not reconsider cases once a decision has been made. If you still wish to marry your intended spouse, you will need to give notice again at a designated register office.

Requesting an Update on a Marriage Referral Case

You will be contacted within 28 days of giving notice of intention to marry regarding the next steps. This will be to advise whether your case has been extended for further investigation.

We will not respond to requests for updates prior to the 28-day deadline.

Documentation

Please do not send documents unless we have requested them. Only original valuable documents will be returned. You will be notified if any further information or documents are required.

General Immigration and Visa Enquiries

We cannot provide general immigration advice or respond to visa enquiries via this inbox.

Please see the UK Immigration and Visas website:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Making a complaint

Your complaint will not be processed via this inbox.

To make a complaint, please visit:

<https://www.gov.uk/government/organisations/home-office/about/complaints-procedure>

Reporting an Immigration Offence

Your allegation will not be processed via this inbox.

To report an immigration crime, please visit:

<https://www.gov.uk/report-immigration-crime>

Kind Regards,

Marriage Referral and Assessment Unit

Post

- Locate the GRO URN reference number, write it on the envelope.
- Check on CID if the case has an MRAU case.
- Put a note onto the MRAU case stating that a letter has been received from the applicant, along with a brief summary of the contents. Include the date the post was received by HO (stamped on envelope)
- List any valuable documents enclosed in the envelope (e.g. photographs, passports, driving licenses etc).
- File post in Secure store room in MRAU cabinet. Please ensure it is filed in correct order of GRO URN.
- If post is a red/green returned letter, this can be shredded as an electronic copy of the original document is held on DocGen.

** If case does not have an MRAU case, send to appropriate floor/team.

Telephone: MRAU's Registrars' Helpline

The telephone number registrars can use to contact MRAU is:
[REDACTED] or [REDACTED] (from 09:00 – 16:00, Mon-Fri).

Outside these hours they should contact CCU on:
[REDACTED].

To enable you to answer calls from this number, you will need to log into this number: all you have to do is log into your phone as normal using your existing phone number. You can then enter [REDACTED]. This will log you into the Hunt/Pilot group.

To log out of this group enter # * 08 you will then have to log out of your phone as normal.

Process for Checks -

- The caller should identify themselves as a Registrar.
- The caller should provide the following information: full name, location, telephone number and reason for the enquiry.
- The caller should provide the relevant security verification password* - this is currently "[REDACTED]".

*The password will change on a 6-monthly basis and will be communicated by SPoCS to the CCU team who will then notify GRO/NRS who will in turn communicate this to the local registration service.

Contact details for the GRO (for use by members of the public ONLY):

0300 123 1837
Marriagereferralteamgeneral@homeoffice.gsi.gov.uk

Contact details for MRAU to be used by Registrars ONLY

Email address for use by registrars - [REDACTED]

Postal address for MRAU:

Marriage Referral and Assessment Unit
Dept 158
PO Box 306
Liverpool
L2 0QN

Standard Responses/Guidance – Correspondence

Automatic Response to General Inbox

As detailed above, an automatic response has been added to the General Inbox, redirecting sender to the correct avenue for their enquiry. The auto response states:

Thank you for contacting the Marriage Referral and Assessment Unit.

This inbox is not monitored outside of office hours.

We do not respond to all emails. If you do not receive a response you do not need to send another email regarding the same matter.

Please read the guidance below for updated information on what emails will be managed from this inbox:

Replying to us

If you have contacted us in response to a letter we have sent to you, we will consider your response and contact you again only if necessary.

Solicitors / Representatives

If you are a representative responding on behalf of a client, please note we will not be able to disclose any details on your client's case, unless you have provided a letter of authority.

Marriage Interviews

Please note that it is not necessary for the Home Office to conduct interviews in all cases. We will write to you inviting you to attend at a specific location, time and date if it is necessary for you to be interviewed.

If your email is in regard to an interview invite you have received e.g. requesting an interpreter or being unable to attend, your enquiry can no longer be dealt with by this team.

Please redirect your enquiry to the email address contained within the invite letter.

Challenging a Non-Compliance Decision

The Marriage Referral Team does not reconsider cases once a decision has been made. If you still wish to marry your intended spouse, you will need to give notice again at a designated register office.

Requesting an Update on a Marriage Referral Case

You will be contacted within 28 days of giving notice of intention to marry regarding the next steps. This will be to advise whether your case has been extended for further investigation.

We will not respond to requests for updates prior to the 28-day deadline.

70 Day Notice Period

If you have undergone a marriage interview, have complied, been given permission to marry and are emailing regarding the 70-day notice period, please see below for guidance.

In cases where the notice period has been extended to 70 days and the couple have complied with the Home Office investigation:

- Part III of the Marriage Act requires a superintendent's certificate to be issued before the marriage can proceed.

- Para 31(2) of the Marriage Act 1949 states that the notification period has to have expired before a certification can be issued allowing the couple permission to marry.

Therefore, legislation requires that the certificate, which allows you to marry, cannot be issued until after the 70-day notice period ends.

Documentation

Please do not send documents unless we have requested them. Only original valuable documents will be returned. You will be notified if any further information or documents are required.

General Immigration and Visa Enquiries

We cannot provide general immigration advice or respond to visa enquiries via this inbox.

Please see the UK Immigration and Visas website:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Making a complaint

Your complaint will not be processed via this inbox.

To make a complaint, please visit:

<https://www.gov.uk/government/organisations/home-office/about/complaints-procedure>

Reporting an Immigration Offence

Your allegation will not be processed via this inbox.

To report an immigration crime, please visit:

<https://www.gov.uk/report-immigration-crime>

If someone is contacting relating to any of the above, mark as NFA, as the auto response has already answered their query. If the enquiry relates to something that we need to respond to, please see the below standard responses:

Red response received

You do not need to respond to this but must ensure that CID notes are updated with contact details for the party who has responded and the calendar event for that person is closed.

If one party has responded on behalf of the couple (signed with both names), then you may close both calendar events.

If a solicitor has responded to provide contact details but has never sent letters of authority to us, then this will need to be requested (see 'Solicitor informing us they are acting for subject/s'). Calendar events can still be closed for the individuals for whom we have received contact details.

Not heard outcome

Check CID and re issue letters as appropriate. No response required.

Change of address

If evidence is provided (from the list of acceptable documents) the applicants address can be updated, and CID noted.

If evidence is not provided you must request this using the template below. Update CID notes and calendar events with deadline to respond.

Dear Mr/Mrs/Ms XXXXXX,

Thank you for your recent email/correspondence, within which, you have provided your new address.

As part of the referral scheme you are required to inform the Home Office in writing of any change of address within 4 working days of the date on which the change occurs.

You must also provide the Home Office with one piece of specified evidence of any new usual address within 7 working days of the date on which the change occurs. You must provide this evidence by ****/**/******. If you fail without reasonable excuse to comply with these requirements concerning change of address, the Home Office may decide that you have not complied with the investigation and you may be unable to marry or enter into a civil partnership on the basis of the notice you have given.

Written notification of any change of address, and the specified evidence of a new usual address, must be sent to:

Marriage Referral and Assessment Unit
Dept 158
PO Box 306
Liverpool
L2 0QN

Or emailed to MarriageReferralTeamGeneral@homeoffice.gsi.gov.uk

The evidence you provide 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 *

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

If you share your new usual address with your 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.

Regards,
Marriage Referral & Assessment Unit

Solicitor informing us they are acting for subject/s

Ensure rep appears on SRA/OISC website (links provided below) and has provided Letter of Authority.

OISC - http://home.oisc.gov.uk/adviser_finder/finder.aspx

SRA England & Wales - <http://solicitors.lawsociety.org.uk/>

SRA Northern Ireland - http://www.lawsoc-ni.org/solicitors-directory/?search_solicitor=John+McStravick&search_firm=&search_category=&search_location=&x=30&y=14

SRA Scotland - <http://www.lawscot.org.uk/find-a-solicitor/>

If the individual is not registered with any of the above authorities they are unable to represent the individual – please refer to management for advice.

If letter of authority is provided for each individual represented, then Rep Screen can be updated.

If Letters of Authority are not attached or only attached for one party when they are representing both, this must be requested using the template below and Calendar events updated with deadline.

If one party's Letter of Authority is received the Rep screen can be updated for that individual only.

Dear Sirs

Re: Investigation of proposed marriage for Mr XXXXX & Ms XXXXX

Thank you for your correspondence dated (insert date).

Please be advised that we are unable to discuss any details of Mr XXXXX and Ms XXXX Marriage Referral without receipt of signed letter of your authority to act on their behalf.

Please send this evidence to us no later than **(date)** via one of the following methods:

By Post to:
Marriage Referral and Assessment Unit
Dept 158
PO Box 306
Liverpool
L2 0QN

Or emailed to MarriageReferralTeamGeneral@homeoffice.gsi.gov.uk

If you fail without reasonable excuse to comply with these requirements concerning Letters of Authority to Act, the Home Office may decide that your clients have not complied with the investigation and as a result they may be unable to marry or enter into a civil partnership on the basis of the notice they have given.

Regards,

The Marriage Referral & Assessment Team

Registrar queries

Forward to S24 inbox to be actioned as appropriate.

Caseworker enquiry/can MRAU conclude case

There will be a wide range of enquiries from casework. A common query is regarding barriers to removal or if our case will impact on an individual's immigration status. This can be responded to as per below:

Dear Mr/Mrs/Ms XXXXXX,

Please be aware that our applications do not have an impact on an individual's immigration status and will not grant or deny leave. This case is not a barrier to removal.

Our investigation will be concluded by (day 70) and we are unable to give priority to this particular case. This is due to a number of reasons, one of which is that we may wish to request a marriage interview to determine the genuineness of the relationship and require ample time to do so.

This is still under scrutiny and as such I cannot provide any further details at this time.

Kind regards,
The Marriage Referral Team

Wrong name

Dear Mr/Mrs/Ms XXXXXX,

Thank you for your recent correspondence regarding the incorrect spelling of you/your partner's name on the letters we sent to you.

I am sorry that we got this wrong.

Please see enclosed a new letter to confirm your marriage can proceed after the statutory 28 day notice period/your notice period has been extended to 70 days.

This new letter correctly names you and your intended spouse. We have contacted the General Register Office to inform them of our mistake.

Please accept our apologies for this, and for any inconvenience caused.

Yours sincerely
Marriage Referral & Assessment Unit

Am I in scope? /I am not in scope

Mr/Mrs/Ms XXXXXX,

Thank you for your correspondence, within which, you ask if you are in scope of the Marriage Referral Scheme.

Any individual who wishes to marry in the United Kingdom, and does not meet one of the criteria below, will be referred to the Home Office and potentially required to complete a 70-day notice period whilst an investigation takes place.

You are exempt from the referral process if you meet the criteria below:

Are you a relevant national?

- British Citizen (or equivalent)
- EEA National
- Swiss National

Do you have the appropriate immigration status?

- Indefinite Leave to Remain/Enter the United Kingdom
- Naturalized as a British Citizen
- Right of Abode
- Permanent Residency as the spouse or family member of an EEA national
- Exemption from immigration control i.e.

Do you hold a relevant visa in respect of the proposed marriage or civil partnership?

- Marriage visit visa
- Civil Partnership visit visa
- Fiancé visa
- Proposed civil partner visa

If you do not fit into any of the categories above/As you do not fit into any of the categories above you will be referred/have been correctly referred under the Marriage Referral Process. For further information on this please visit the following website:

<http://www.legislation.gov.uk/ukpga/2014/22/part/4/enacted>

Kind regards,
The Marriage Referral Team

My visa will expire before my notice period ends. Should I stay in the UK?

Dear Mr/Mrs/Ms XXXX,

An outstanding Marriage Referral case does not permit an individual to overstay any previous leave granted. If your visa expires on (date) and you remain in the UK, you will become an immigration offender who is subject to removal.

Should you leave the United Kingdom, the correct process for re-entry is to apply for a marriage visa from abroad. In this instance you should inform the Marriage Referral team of your actions and any new address, plus where possible, provide evidence of your departure. This will ensure that our investigation is not affected and that you do not miss any of the requests we make of you. If you were to fail to meet requests made of you in your absence, your case would be given an outcome of 'Non-Compliance which would mean you are unable to marry under the notice you have given.

Kind regards,
The Marriage Referral Team

No MRAU case

If you are dealing with a query where a member of the public states that they have given notice and are awaiting contact from us, you should follow the below:

- Check CID
- Check CRS

If there is no MRAU case but couple are in scope (see 'Am I in scope' section for guidance) you should then:

- Contact GRO to ask if notice was taken and if the Registrar has referred correctly.
- If notice was taken then request that the case is referred (again?) by GRO as couple are in scope.

What documents do I need to give notice?

Dear Mr/Mrs/Ms XXXXX,

Information is available via the link below regarding the requirements for giving notice of your intention to marry.

<https://www.gov.uk/marriages-civil-partnerships/documents-to-take-to-the-register-office>

If your question is not answered here, you will need to speak with your local registrar who will be able to assist you further.

Kind Regards,
The Marriage Referral Team

Do I have the right visa to marry?

Dear Mr/Mrs/Ms XXXXXX,

Any foreign national who does not have permanent leave to remain in the United Kingdom but wishes to marry here, should apply for one of the following visas in order to be exempt from the Marriage Referral scheme:

Marriage visit visa
Civil Partnership visit visa
Fiancé visa
Proposed civil partner visa

Should you give notice of your intention to marry without holding one of the above visas (or holding the right to permanently reside in the UK) you will be referred to the Home Office for investigation and your notice period may be extended to 70 days.

Kind regards,
The Marriage Referral Team

When will my case be concluded – wedding booked for a date which falls before Day 70

Dear Mr/Mrs/Ms XXXX,

Thank you for your correspondence.

On (date of Red Letter) you were informed by letter that your notice period was being extended to 70 days whilst we conducted an investigation. This letter stated that your notice period would end on (insert date from Red Letter) and that you would be unable to marry until this date.

In order for your wedding to go ahead on (insert wedding date) you will need to liaise with the Register Office and request that they submit a waiver request for us to consider – this application attracts an additional fee.

Once a notice period has been extended to 70 days we are unable to change this without receiving a waiver application. Please also be aware that there is no guarantee we will agree to waive your notice period. All

applications of this type are considered on a case by case basis and require authority from Senior Management.

Kind regards,
The Marriage Referral Team

RED case outcome prior to the 70 days extension

Dear Mr/Mrs/Ms XXXXXX,

Thank you for your email/correspondence.

If you have undergone a marriage interview, have complied, been given permission to marry and are emailing regarding the 70-day notice period, please see below for guidance.

In cases where the notice period has been extended to 70 days and the couple have complied with the Home Office investigation:

- Part III of the Marriage Act requires a superintendent's certificate to be issued before the marriage can proceed.
- Para 31(2) of the Marriage Act 1949 states that the notification period has to have expired before a certification can be issued allowing the couple permission to marry.

Therefore, legislation requires that the certificate, which allows you to marry, cannot be issued until after the 70-day notice period ends.

Kind regards,
The Marriage Referral Team

Wedding not going ahead

Case will be Non-Complied – be aware of the authenticity of the notification. We have seen an instance of a letter being received which had a scanned signature which the applicant claims was not sent by him.

If received via email - Reply as below:

Mr/Mrs/Ms XXXXXX,

Could you please confirm that you wish to inform us that your intended marriage to (partner's name) will no longer be going ahead.

Kind regards,
The Marriage Referral Team

Once this is received, action as appropriate (follow guidance for noncompliance).

Interview Transcripts

If we receive a request for an interview Transcript this must be dealt with by the ICE team who conducted the Interview as the authors of the document.

Email should be forwarded on to the relevant ICE team and a response sent to the applicant as below:

Dear Mr/Mrs/Ms XXXXXX,

Your request has been sent to the relevant team and you will receive a response in due course.

Kind regards,
The Marriage Referral Team

IO providing details of interview

Check CID minutes, doc gen and person notes. If the information has not been uploaded, then respond requesting that this is done.

If for some reason the IO is unable to do this then they should be asked to note CID, detailing where the hard copy of the interview transcript is held, as this may be required by caseworkers/in appeal proceedings in the future.

The email should then be stored in the shared drive in the below folder and a note entered on the spreadsheet to that effect:

F:\Liverpool Intelligence Hub\Admin\MRAU\Investigations and Tasking Team\Post Tasking Responses

High Harm

If you receive a case which mentions any of the below you must act immediately:

Threat to life
Vulnerable persons (children or adults)
Counter Terrorism
Modern Slavery or Human Trafficking

Create an allegation on IMS and refer to RED.

Annex 1

Mail Merge – Northern Ireland

There is now a mail merge for NI cases.

1. Open NI Excel spreadsheet.
2. Delete Row Number 1 (The whole row, not just the data - Not deleting this will not allow the merge).
3. Ensure that all information is completed for both parties (i.e. ID, SFN number, Marriage Notice details, Venue, S24 etc). If it is not, ensure it is completed.
4. Save a copy of the case in your docs.
5. Open the new NI template (located in MRAU – Guidance and Training – Intake Team – Titled “NI Template”)
6. Start merge.
7. Once you have started merge and chose the relevant NI case, it will ask you to choose from “marriage or civil partnership” so just make sure that you tick the right one (You will see which is which on the excel sheet – if marriage page is completed choose this option, if marriage page is blank information will be on civil partnership page, then you would choose this option).
8. Complete the mail merge as you would for low matches and exceptions as you normally would (preview results, finish)
9. When you are printing, only print the number of pages needed, otherwise you will end up with a lot of blank templates.

Annex 2

Holders of Diplomatic Passports

The registrar should advise that if the diplomat is accredited to Court of St James (i.e. exempt from control) they will not need a visa.

If the diplomat is not accredited they would need a visa, just as they would if they intended to study in the UK.

The diplomat needs the correct status to give notice to marry and if they have a marriage visit visa they will *not be in scope of the scheme*.

If the diplomat came as a normal visitor (i.e. no visa at all) they would be in scope and will need to be referred to MRAU.

The diplomat will need a visa subsequently to actually marry in the UK. When they apply for the visa to give notice they should enquire whether they can use the same visa to marry, if the marriage is within 6 months of the date of issue. If they cannot use the visa twice, then they should get two separate visas.

Annex 3

Not in Scope – Exempt Visa Categories

Where a registration official refers a proposed marriage or civil partnership to the Secretary of State under the scheme, she must decide under section 48(2) of the 2014 Act whether to investigate whether the proposed marriage or civil partnership is a sham.

Under sections 24 and 24A of the Immigration and Asylum Act 1999, as amended by section 55 of the 2014 Act, a sham marriage or civil partnership is one in which:

- one or both of the parties is not a British citizen or an EEA or Swiss national;
- there is no genuine relationship between the parties; and
- either or both of the parties enter into the marriage or civil partnership for the purpose of circumventing UK immigration controls, including under the Immigration Rules or the Immigration (EEA) Regulations 2006.

Under section 48(3) of the 2014 Act, the Secretary of State may not decide to investigate whether a proposed marriage or civil partnership referred under the scheme is a sham unless conditions A and B are met.

Condition A is met if the Secretary of State is satisfied that only one or neither of the parties to the proposed marriage or civil partnership is an exempt person.

Condition B is met if the Secretary of State has reasonable grounds for suspecting that the proposed marriage or civil partnership is a sham.

Section 48 does not require conditions A and B to be considered in any particular order, nor does it require a condition to be considered if the other condition is not met. Home Office staff may therefore conduct the checks necessary to establish whether the parties to a proposed marriage or civil partnership referred under the scheme are exempt persons before or after commencing or completing their consideration of whether there are reasonable grounds to suspect that the proposed marriage or civil partnership is a sham.

Exempt Visa Categories, are:

- Marriage visit visa
- Civil partnership visa
- Fiancé visa
- Proposed civil partner visa

Section 49 of the Immigration Act 2014 exempts those persons who hold a relevant visa in respect of the proposed marriage or civil partnership. Following legal advice we decided that this could not include those who held an unmarried partner or same sex partner visa since the purpose of the visa is not to enable a marriage or civil partnership to take place.

Condition A is met if the Secretary of State is satisfied that only one or neither of the parties to the proposed marriage or civil partnership is an exempt person.

Under section 49(1) of the 2014 Act, an exempt person:

- Is a relevant national, i.e. under section 62(1) is a British citizen or an EEA or Swiss national.
- Has the appropriate immigration status, i.e. under section 49(2):
 - has an EU right of permanent residence in the UK. March 2015
 - is exempt from immigration control, as defined in paragraph 3 of the Proposed Marriages and Civil Partnerships (Meaning of Exempt Persons and Notice) Regulations 2015 (S.I. 2015/122), e.g. has the right of abode in the UK under section 2(1)(b) of the Immigration Act 1971, is a member of a diplomatic mission or their family member, or is a member of HM forces or of Commonwealth forces undergoing training or visiting forces.
 - is settled in the UK within the meaning of section 33(2A) of the Immigration Act 1971, i.e. has Indefinite Leave to Enter or Indefinite Leave to Remain.
- Holds a relevant visa in respect of the proposed marriage or civil partnership, as defined in paragraph 4 of the Proposed Marriages and Civil Partnerships (Meaning of Exempt Persons and Notice) Regulations 2015 (S.I. 2015/122), i.e.
 - a marriage or civil partnership visitor visa granted under the Immigration Rules. a fiancé(e) or proposed civil partner visa or leave granted under or outside the Immigration Rules.
- A couple in which both parties are exempt persons may be referred to the Secretary of State by the registration official where, for example, one or both of those persons does not provide the registration official with specified evidence that they are an exempt person. Such evidence is specified:
 - For persons giving notice in England and Wales, by paragraphs 5 and 6 of the Referral of Proposed Marriages and Civil Partnerships Regulations 2015 (S.I. 2015/123); and
 - For persons giving notice in Scotland or Northern Ireland, by paragraphs 8 and 9 of the Sham Marriage and Civil Partnership (Scotland and Northern Ireland) (Administrative) Regulations 2015 (S.I. 2015/404).

The decision maker must satisfy themselves, based on checks of Home Office records, that only one or neither of the parties is an exempt person before deciding to investigate a proposed marriage or civil partnership referred to the Secretary of State under the scheme.

Annex 4

Legislation

This can be found at:

http://www.legislation.gov.uk/ukpga/2014/22/pdfs/ukpga_20140022_en.pdf

<http://www.legislation.gov.uk/ukpga/Geo6/12-13-14/76/contents>

<http://www.legislation.gov.uk/ukpga/2014/22/part/4/enacted>

PART 4

MARRIAGE AND CIVIL PARTNERSHIP

CHAPTER 1

REFERRAL AND INVESTIGATION OF PROPOSED MARRIAGES AND CIVIL PARTNERSHIPS

Investigation

48 Decision whether to investigate

(1) This section applies if—

- (a) a superintendent registrar refers a proposed marriage to the Secretary of State under section 28H of the Marriage Act 1949, or
- (b) a registration authority refers a proposed civil partnership to the Secretary of State under section 12A of the Civil Partnership Act 2004.

(2) The Secretary of State must decide whether to investigate whether the proposed marriage or civil partnership is a sham.

(3) The Secretary of State may not decide to conduct such an investigation unless conditions A and B are met.

(4) Condition A is met if the Secretary of State is satisfied that—

- (a) only one of the parties to the proposed marriage or civil partnership is an exempt person, or
- (b) neither of the parties are exempt persons.

(5) Condition B is met if the Secretary of State has reasonable grounds for suspecting that the proposed marriage or civil partnership is a sham.

(6) In making the decision whether to investigate, regard must be had to any guidance published by the Secretary of State for this purpose.

(7) In the case of a proposed marriage, the Secretary of State must give notice of the decision made under this section to—

- (a) both of the parties to the proposed marriage, and
- (b) the superintendent registrar who referred the proposed marriage to the Secretary of State.

(8) In the case of a proposed civil partnership, the Secretary of State must give notice of the decision made under this section to—

- (a) both of the parties to the proposed civil partnership,
- (b) the registration authority who referred the proposed civil partnership to the Secretary of State, and
- (c) if different, the registration authority responsible for issuing the civil partnership schedule under section 14(1) of the Civil Partnership Act 2004 in relation to the proposed civil partnership.

(9) The Secretary of State must make the decision, and give the notice, required by this section within the relevant statutory period.

49 Exempt persons

(1) A person who is a party to a proposed marriage or civil partnership is an exempt person if the person—

- (a) is a relevant national;
- (b) has the appropriate immigration status; or
- (c) holds a relevant visa in respect of the proposed marriage or civil partnership.

(2) A person has the appropriate immigration status if the person—

- (a) has a right of permanent residence in the United Kingdom by virtue of an enforceable EU right or of any provision made under section 2(2) of the European Communities Act 1972;
- (b) is exempt from immigration control; or
- (c) is settled in the United Kingdom (within the meaning of the Immigration Act 1971 — see section 33(2A) of that Act).

(3) The question of whether a person is exempt from immigration control is to be determined in accordance with regulations made for this purpose by the Secretary of State.

(4) A person holds a relevant visa if the person holds a visa or other authorisation that is of a kind specified for this purpose in regulations made by the Secretary of State.

(5) The Secretary of State may not specify a visa or other authorisation under subsection

(4) unless the Secretary of State considers that the purpose of issuing that kind of visa or authorisation is, or includes, enabling a person to enter or remain in the United Kingdom to marry or form a civil partnership.

50 Conduct of investigation

(1) An investigation must be conducted in accordance with any regulations made by the Secretary of State for this purpose.

(2) In conducting an investigation, regard must also be had to any guidance published by the Secretary of State for this purpose.

(3) A relevant party must comply with a requirement specified in regulations made under section 51(4) if—

(a) the section 48 notice given to the relevant party states that he or she must do so, or
(b) the Secretary of State subsequently notifies the relevant party (orally or in writing) that he or she must do so;
and the relevant party must comply with that requirement in the manner stated in the section 48 notice or in the Secretary of State's notification (if such a manner is stated there).

(4) As part of an investigation, the Secretary of State must decide whether or not each of the relevant parties has complied with the investigation (the "compliance question").

(5) The compliance question must be decided in accordance with any regulations made by the Secretary of State for this purpose.

(6) In deciding the compliance question, regard must also be had to any guidance published by the Secretary of State for this purpose.

(7) Within the 70 day period, the Secretary of State must—

- (a) decide the compliance question; and
- (b) give notice of that decision to the persons to whom the Secretary of State gave the section 48 notice relating to the proposed marriage or civil partnership.

(8) If the Secretary of State's decision is that one or both of the relevant parties have not complied with the investigation, the notice under subsection (7) must include a statement of the Secretary of State's reasons for reaching that decision.

(9) Regulations made under this section may, in particular, make provision about—

- (a) the circumstances in which a relevant party is to be taken to have failed to comply with a relevant requirement;
- (b) the consequences of a relevant party's failure to comply with a relevant requirement.

(10) The provision that may be made under subsection (9)(b) includes provision for the compliance question to be decided (in whole or in part) by reference to a relevant party's compliance or non-compliance with one or more relevant requirements.

(11) In this section—

"70 day period" means the period of 70 days beginning with the day on which the relevant statutory period begins;

"investigation" means an investigation, conducted following a decision by the Secretary of State under section 48, whether a proposed marriage or civil partnership is a sham;

"relevant party" means a person who is a party to a proposed marriage or civil partnership that is the subject of an investigation;

"relevant requirement" means any requirement imposed by law, including a requirement imposed by or in accordance with—

- (a) subsection (3);
- (b) section 27E, 28B or 28C of the Marriage Act 1949;
- (c) regulations under section 28D of that Act;
- (d) section 8A, or any of sections 9 to 9B, of the Civil Partnership Act 2004.

51 Investigations: supplementary

(1) A section 48 notice which states that the Secretary of State has decided to investigate whether a proposed marriage or civil partnership is a sham must include—

- (a) notice that the compliance question must be decided within the period of 70 days mentioned in section 50(7);
- (b) notice of the date on which that period will end;
- (c) notice that a relevant party may be required to comply with one or more requirements imposed by the Secretary of State subsequently in accordance with section 50(3); and
- (d) prescribed information about the investigation.

(2) The section 48 notice may also include such other information as the Secretary of State considers appropriate.

(3) For the purposes of subsection (1)(d) “prescribed information” means information prescribed by the Secretary of State by regulations; and the information that may be prescribed includes information about—

- (a) the conduct of the investigation;
- (b) requirements with which the relevant parties must comply in relation to the investigation;
- (c) the consequence of a failure to comply with those or any other requirements;
- (d) the possible outcomes of the investigation;
- (e) the consequences of those outcomes.

(4) The Secretary of State may, by regulations, specify requirements relating to the conduct of investigations which may be imposed on a relevant party by the section 48 notice or by the Secretary of State subsequently in accordance with section 50(3).

(5) Regulations made under subsection (4) may, in particular, specify any of the following requirements—

- (a) a requirement to make contact with a particular person or description of persons in a particular way (including by telephoning a particular number) within a particular time period;
- (b) a requirement to be present at a particular place at a particular time;
- (c) a requirement to be visited at home;
- (d) a requirement to be interviewed;
- (e) a requirement to provide information (whether orally or in writing);
- (f) a requirement to provide photographs;
- (g) a requirement to provide evidence.

(6) The provisions of this Part, and any investigation or other steps taken under those provisions (including the decision of the compliance question), do not limit the powers of the Secretary of State in relation to marriages or civil partnerships that are, or are suspected to be, a sham (including any powers to investigate such marriages or civil partnerships).

(7) In this section “investigation”, “relevant party” and “compliance question” have the same meanings as in section 50.

Referral

52 Referral of proposed marriages and civil partnerships in England and Wales

Schedule 4 (referral of proposed marriages and civil partnerships in England and Wales) has effect.

Scotland and Northern Ireland

53 Extension of scheme to Scotland and Northern Ireland

(1) The Secretary of State may, by order, make such provision as the Secretary of State considers appropriate for extending the referral and investigation scheme to any of the following—

- (a) proposed marriages under the law of Scotland;
- (b) proposed civil partnerships under the law of Scotland;
- (c) proposed marriages under the law of Northern Ireland;
- (d) proposed civil partnerships under the law of Northern Ireland.

(2) An order under this section may—

- (a) make provision having a similar effect to the provision made by section 58, Schedule 4, or Parts 1, 2 and 4 of Schedule 6;
- (b) confer functions on any person;
- (c) amend, repeal or revoke any enactment (including an enactment contained in this Act).

(3) The power under subsection (2)(b) to confer functions includes power to impose a duty of referral on persons exercising functions in Scotland or Northern Ireland in relation to marriage or civil partnership.

(4) But an order under this section may not impose that or any other duty, or otherwise confer functions, on—

- (a) the Scottish Ministers,
- (b) the First Minister and deputy First Minister in Northern Ireland,
- (c) a Northern Ireland Minister, or
- (d) a Northern Ireland department.

(5) In this section—

“duty of referral” means a duty to refer a proposed marriage or proposed civil partnership to the Secretary of State in a case where—

- (a) one of the parties is not an exempt person, or

- (b) both of the parties are not exempt persons;

“enactment” includes—

- (a) an enactment contained in subordinate legislation within the meaning of the Interpretation Act 1978;

- (b) an enactment contained in, or in an instrument made under, an Act of the Scottish Parliament;
 - (c) an enactment contained in, or in an instrument made under, Northern Ireland legislation;
- “referral and investigation scheme” means the provision made by sections 48 to 51.

54 Supplementary provision

- (1) This section applies if the referral and investigation scheme is extended by an order under section 53 (an “extension order”).
- (2) The Secretary of State may make administrative regulations in connection with the application of the scheme—
 - (a) to proposed marriages or civil partnerships under the law of Scotland (insofar as the scheme is extended to them), and
 - (b) to proposed marriages or civil partnerships under the law of Northern Ireland (insofar as the scheme is extended to them).
- (3) For that purpose “administrative regulations” means regulations of any kind set out in Schedule 5 (sham marriage and civil partnership: administrative regulations).
- (4) The Secretary of State may by order make provision about—
 - (a) the information that must or may be given, or
 - (b) the matters in respect of which evidence must or may be given,in relation to proposed marriages or civil partnerships under the law of Scotland or Northern Ireland in cases where one or both of the parties is not a relevant national.
- (5) An order under subsection (4) may amend, repeal or revoke any enactment (including an enactment contained in this Act or in provision made by an extension order or an order under subsection (4)).
- (6) If an extension order makes provision (“information disclosure provision”) having similar effect to the provision made by paragraph 2 of Schedule 6 about the disclosure of information for immigration purposes, the Secretary of State may by order specify other immigration purposes (in addition to those specified in provision made by an extension order or in any provision made under this subsection) for which information may be disclosed under the information disclosure provision.
- (7) The Secretary of State must consult—
 - (a) the Registrar General for Scotland before making administrative regulations, or an order under subsection (4), in relation to proposed marriages or civil partnerships under the law of Scotland;
 - (b) the Registrar General for Northern Ireland before making administrative regulations, or an order under subsection (4), in relation to proposed marriages or civil partnerships under the law of Northern Ireland.
- (8) Expressions used in this section or Schedule 5 that are also used in section 53 have the same meanings in this section or Schedule 5 as in section 53.

CHAPTER 2
SHAM MARRIAGE AND CIVIL PARTNERSHIP

55 Meaning of “sham marriage” and “sham civil partnership”

- (1) The Immigration and Asylum Act 1999 is amended in accordance with this section.
- (2) In section 24 (duty to report suspicious marriages), for subsection (5) substitute—
“(5)A marriage (whether or not it is void) is a “sham marriage” if—
 (a) either, or both, of the parties to the marriage is not a relevant national,
 (b) there is no genuine relationship between the parties to the marriage, and
 (c) either, or both, of the parties to the marriage enter into the marriage for one or more of these purposes—
 (i) avoiding the effect of one or more provisions of United Kingdom immigration law or the immigration rules;
 (ii) enabling a party to the marriage to obtain a right conferred by that law or those rules to reside in the United Kingdom.
- (6) In subsection (5)—
 “relevant national” means—
 (a)
 a British citizen,
 (b)
 a national of an EEA State other than the United Kingdom, or
 (c)
 a national of Switzerland;
 “United Kingdom immigration law” includes any subordinate legislation concerning the right of relevant nationals to move between and reside in member States.”.
- (3) In section 24A (duty to report suspicious civil partnerships), for subsection (5) substitute—
“(5)A civil partnership (whether or not it is void) is a “sham civil partnership” if—
 (a) either, or both, of the parties to the civil partnership is not a relevant national,
 (b) there is no genuine relationship between the parties to the civil partnership, and
 (c) either, or both, of the parties to the civil partnership enter into the civil partnership for one or more of these purposes—
 (i) avoiding the effect of one or more provisions of United Kingdom immigration law or the immigration rules;
 (ii) enabling a party to the civil partnership to obtain a right conferred by that law or those rules to reside in the United Kingdom.
- (5A) In subsection (5)—
 “relevant national” means—
 (a) a British citizen,
 (b) a national of an EEA State other than the United Kingdom, or
 (c) a national of Switzerland;

“United Kingdom immigration law” includes any subordinate legislation concerning the right of relevant nationals to move between and reside in member States.”.

56 Duty to report suspicious marriages and civil partnerships

- (1) The Immigration and Asylum Act 1999 is amended in accordance with this section.
- (2) In section 24 (duty to report suspicious marriages), in subsection (1)—
 - (a) after paragraph (a) insert—

“(aa)a superintendent registrar, or registrar of births, deaths and marriages, who receives information in advance of a person giving such a notice,”;
 - (b) at the end of paragraph (c), omit “or”;
 - (c) after paragraph (c) insert—

“(ca)a district registrar who receives information in advance of a person submitting such a notice or certificate,”;
 - (d) after paragraph (d) insert “or
(da) a registrar or deputy registrar who receives information in advance of a person giving such a notice,”.
- (3) In section 24A (duty to report suspicious civil partnerships), in subsection (1)—
 - (a) after paragraph (a) insert—

“(aa)a registration authority that receives information in advance of a person giving such a notice,”;
 - (b) at the end of paragraph (c), omit “or”;
 - (c) after paragraph (c) insert—

“(ca)a district registrar who receives information in advance of a person giving such a notice,”;
 - (d) after paragraph (d) insert “or
(da)a registrar who receives information in advance of a person giving such a notice,”.

CHAPTER 3

OTHER PROVISIONS

Persons not relevant nationals etc: marriage on superintendent registrar's certificates

57 Solemnization of marriage according to rites of Church of England

- (1) The Marriage Act 1949 is amended in accordance with this section.
- (2) In section 5 (methods of authorising marriages)—
- (a) at the beginning insert—
“**(1)**”;
 - (b) in the words after paragraph (d), for “except that paragraph (a)” substitute—
“**(2)**Subsection **(1)(a)**”;
 - (c) at the end insert—
“**(3)** In a case where one or both of the persons whose marriage is to be solemnized is not a relevant national—
 (a) subsection **(1)(a)** shall not apply unless the banns are published in accordance with section 14 (whether or not the banns are also published otherwise);
 (b) subsection **(1)(c)** shall not apply.”.
- (3) In section 8 (notice to clergy before publication of banns)—
- (a) at the beginning insert—
“**(1)**”;
 - (b) for “delivered to him a notice” substitute “delivered to him—
 (a) a notice”;
 - (c) at the end insert “, and
 (b) specified evidence that both of the persons are relevant nationals.
- (2) In this section “specified evidence” means evidence that is in accordance with regulations made under section 28G.”.
- (4) In section 16 (provisions as to common licences), before subsection (2) insert—
“**(1C)** A common licence shall not be granted unless the persons to be married deliver to the person granting the licence specified evidence that both of the persons are relevant nationals.
(1D) For that purpose “specified evidence” means evidence that is in accordance with regulations made under section 28G.”.

58 Requirement as to giving of notice of marriage or civil partnership

- (1) Section 19 of the Asylum and Immigration (Treatment of Claimants, etc) Act 2004 (procedure for marriage in England and Wales) is amended in accordance with subsections (2) and (3).
- (2) For subsection (1) substitute—
“**(1)** This section applies to a marriage that is to be solemnised on the authority of certificates issued by a superintendent registrar under Part 3 of the Marriage Act 1949 (the “1949 Act”) unless each party to the marriage falls within exception A or exception B.

(1A) A party to the marriage falls within exception A if the person is a relevant national.

(1B) A party to the marriage falls within exception B if—

- (a) the person is exempt from immigration control, and
- (b) the notice of marriage is accompanied by the specified evidence required by section 28C(2) of the 1949 Act that the person is exempt from immigration control.”.

(3) For subsection (4) substitute—

“(4) In this section—

- (a) a reference to a person being a relevant national, or being exempt from immigration control, has the same meaning as in section 49 of the Immigration Act 2014;
- (b) “notice of marriage” means a notice of marriage given under section 27 of the 1949 Act.”.

(4) Schedule 23 to the Civil Partnership Act 2004 (immigration control and formation of civil partnerships) is amended in accordance with subsections (5) to (9).

(5) Before paragraph 1 insert—

“A1(1) Part 2 of this Schedule applies to a civil partnership that is to be formed in England and Wales by signing a civil partnership schedule unless each party to the civil partnership falls within exception A or exception B.

(2) A party to the civil partnership falls within exception A if the person is a relevant national.

(3) A party to the civil partnership falls within exception B if—

- (a) the person is exempt from immigration control, and
- (b) the notice of civil partnership is accompanied by the specified evidence required by section 9A(2) that the person is exempt from immigration control.

(4) In this paragraph, a reference to a person being a relevant national, or being exempt from immigration control, has the same meaning as in section 49 of the Immigration Act 2014.”.

(6) For paragraph 1(1) substitute—

“1(1A) Part 3 of this Schedule applies if—

- (a) two people wish to register in Scotland as civil partners of each other, and
- (b) one of them is subject to immigration control.

(1B) Part 4 of this Schedule applies if—

- (a) two people wish to register in Northern Ireland as civil partners of each other, and
- (b) one of them is subject to immigration control.”.

(7) For paragraph 3 substitute—

“3 This Part of this Schedule applies as mentioned in paragraph A1.”.

(8) For paragraph 8 substitute—

“8This Part of this Schedule applies as mentioned in paragraph 1(1A).”.

(9) For paragraph 12 substitute—

“12This Part of this Schedule applies as mentioned in paragraph 1(1B).”.

Information

59 Information

Schedule 6 (information) has effect.

Miscellaneous

60 Regulations about evidence

(1) The Secretary of State may make regulations about evidence relevant to the determination of any of the following questions for a purpose of this Part—

- (a) whether a person is a relevant national;
- (b) whether a person has the appropriate immigration status;
- (c) whether a person has a relevant visa.

(2) The regulations may, in particular, make provision about—

- (a) the kind of evidence which is to be supplied;
- (b) the form in which evidence is to be supplied;
- (c) the manner in which evidence is to be supplied;
- (d) the period within which evidence is to be supplied;
- (e) the supply of further evidence;
- (f) the sufficiency of evidence supplied;
- (g) the consequences of failing to supply sufficient evidence in accordance with the regulations (including provision to secure that, in such a case, a particular decision is made or is to be treated as having been made);
- (h) the retention or copying of evidence supplied.

(3) The Secretary of State must consult the Registrar General before making regulations under this section.

(4) In this section “evidence” includes a photograph or other image.

61 Notices

(1) The Secretary of State may, by regulations, make provision about the giving of—

- (a) notices under any provision of this Part;
- (b) notices relating to the referral of proposed marriages under section 28H of the Marriage Act 1949 which are given under any provision of that Act;
- (c) notices relating to the referral of proposed civil partnerships under section 12A of the Civil Partnership Act 2004 which are given under any provision of that Act.

(2) The regulations may, in particular, make provision that a notice given in accordance with the regulations is to be presumed to have been received by the person to whom it is given.

(3) The Secretary of State must consult the Registrar General before making regulations under this section.

62 Interpretation of this Part

(1) These expressions have the meanings given—

“exempt person” has the meaning given in section 49;

“registrar” means a registrar of births, deaths and marriages;

“Registrar General” means the Registrar General for England and Wales;

“registration authority” has the same meaning as in the Civil Partnership Act 2004 (see section 28 of that Act);

“relevant national” means—

(a) a British citizen,

(b) a national of an EEA State other than the United Kingdom, or

(c) a national of Switzerland;

“relevant statutory period” means—

(a) in relation to a proposed marriage, the period—

(i) beginning the day after notice of the proposed marriage is entered in the marriage book in accordance with Part 3 of the Marriage Act 1949, or is entered in an approved electronic form by virtue of section 27(4A) of that Act, and

(ii) ending at the end of the period of 28 days beginning with that day;

(b) in relation to a proposed civil partnership, the period—

(i) beginning the day after notice of the proposed civil partnership is recorded in the register in accordance with Chapter 1 of Part 2 of the Civil Partnership Act 2004, and

(ii) ending at the end of the period of 28 days beginning with that day;

“section 48 notice” means a notice given under section 48(7) or (8);

“superintendent registrar” means a superintendent registrar of births, deaths and marriages.

(2) A reference to a person being a party to a proposed marriage or civil partnership is a reference to a person who would be a party to the marriage or civil partnership if it took place as proposed.

(3) A reference to a proposed marriage or civil partnership being a sham is a reference to a marriage or civil partnership which would (if it took place as proposed) be a sham marriage or sham civil partnership (within the meaning of the Immigration and Asylum Act 1999 — see section 24 or 24A of that Act).

(4) For provision about the interpretation of the following expressions, see section 49—

(a) the appropriate immigration status;

(b) a relevant visa.

(5) This section, and the provision mentioned in subsection (4), apply for the purposes of this Part.

Annex 5

Registrar Contact Details

Begin official sensitive section

- [REDACTED] (England and Wales)
- [REDACTED] (Scotland)
- [REDACTED] (Northern Ireland)

End official sensitive section

A list of contact details for Scotland Registrars can be found [here](#).

A list of Designated Register Offices in England, Wales and Northern Ireland can be found [here](#).

Contact details for them can be found here:

<https://www.nidirect.gov.uk/contacts/district-registrars-northern-ireland>

To identify which registry office a postcode relates to, use this link:

<https://www.gov.uk/register-offices>