



HM Passport  
Office

General Register Office

## Marriage Document - April 2021

### Introduction

Welcome to this supplementary update for members of the clergy.

In this update, you will find details of how you can obtain the Marriage Document.

You will be aware that the changes to marriage registration come into force on 4 May 2021 and from that date all marriages in England and Wales must be registered in the electronic marriage register by the registrar for the District in which the marriage took place.

In this update, you will find details of how you can obtain the Marriage Document.

**The Training and Business Improvement Team, General Register Office**

### What is the Marriage Document and when should I use it?

The marriage document is the legal document which must be issued before the solemnization of any marriage which is taking place on or after 4 May 2021

- after the publication of banns,
- on the authority of a special or common licence, or
- on the authority of a common licence.

The member of the clergy who is solemnizing the marriage must issue the marriage document or ensure that it is issued. This means that if you have a church warden or an administrator, they can prepare the marriage document for you.

You can prepare the Marriage Document in advance, so you have it ready for marriages taking place on or after 4 May 2021. Once issued you should keep the Marriage Document securely until the day of the marriage.

### Where can I obtain the Marriage Document from?

A Type and Print version of the Marriage Document is now available on the Local Registration Service Association (LRSA) website which can be download and saved to your own PC/laptop.

A PDF Marriage Document is also be available on the LRSA website and in this communication so that you can print and keep a small stock of manual forms should you need them.

Those churches who use the free Church of England on-line administration software [www.lifeeventsdiary.org](http://www.lifeeventsdiary.org) will be able to create and print the Marriage Document for couples getting married in their church.

If you require additional manual stock of the Marriage Document please contact Registration Supplies via [registration.supplies@gro.gov.uk](mailto:registration.supplies@gro.gov.uk). Please note hard copies should only be requested if you are unable to access the type and print or PDF version available on the LRSA website and will be supplied in limited numbers.

## How do I access the LRSA website?

The Marriage Document and all the current training materials are available on the Local Registration Service Association (LRSA) website [www.lrsa.org.uk](http://www.lrsa.org.uk) in a secure training area.

You should use the user name and password that has already been issued to you so that you can access the secure part of the site. The username and password are the same as the one you have already been given:

Email address: [clergy@lrsa.org.uk](mailto:clergy@lrsa.org.uk)  
Password: Registration9980

## The Marriage Document

A PDF copy of the Marriage Document is attached. You should print a small supply as a manual backup should you need it. Please keep any blank forms you have printed securely until you need to use them.

## The Guidebook for the Clergy

Will be updated to reflect the changes as a result of the implementation of the Civil Partnerships, marriages and Deaths (Registration etc) Act 2019.

Once finalised the updated version will be uploaded on to the usual page on GOV.UK.  
<https://www.gov.uk/government/publications/guidance-for-the-clergy>

## MARRIAGE DOCUMENT

Marriage document issued by ..... (name) .....(designation) in the parish of ..... in the .....
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1. Date and place of marriage		
2. Name and Surname		
3. Date of birth		
4. Condition		
5. Occupation		
6. Residence at time of marriage		
7. Mother/Father/ Parent name surname and occupation		
8. Marriage solemnized according to the rites and ceremonies of the ..... by / after * ..... by me * <i>delete as appropriate</i>		
9. Signature of parties married		
10. Name and signature of witnesses		
11. Signature of the member of the clergy by whom the marriage was solemnized		
	.....(signature) .....(name).....(designation)	

## **Guidance for completing the marriage document**

This marriage document should be prepared following the completion of ecclesiastical preliminaries, i.e. banns, common licence, special licence, and be kept securely until the ceremony.

- The details in the heading and spaces can be typed or handwritten.
- It does not matter which party is recorded first / in the left-hand column.
- Surnames should be in capital letters.
- If no information is given, a line should be drawn in the space.
- If handwritten, you should complete using black registration ink and in distinct and clear handwriting.

**Ref no.** – Number each marriage document sequentially e.g. 01, 02, 03 etc.

### **Space 7 – Name, surname and occupation of mother, father or parent**

Each party can have up to four parents recorded. Where a step parent is included this should be qualified by writing (step-parent) after the name. Where a parent is deceased the words (deceased) should be entered after the name. If any parent is retired, details of their last occupation should be qualified by writing (retired) afterwards, this should be included even if the parent is deceased.

### **Spaces 9 to 11 Signing the entry**

You must check the marriage document with the parties to ensure that all the details are correct. If they cannot read, it should be read to them. If a discrepancy is found at this stage, it can be amended and initialled by the relevant party.

The couple must sign in the spaces provided in space 9 in their usual manner. The witnesses must then sign and add their name in space 10.

You must add your name, signature and designation; e.g. 'Rector', 'Vicar', etc to space 11.

### **Return of the marriage document**

Once the marriage document has been signed, you must arrange for the marriage document to be returned to the local register office within 21 days for the marriage to be registered. You can return the document by post, or with the agreement of the couple, ask them or a family member to return it to the local register office. Once registered the couple or their representatives will be able to obtain a marriage certificate from the register office.