

MARRIAGE BY BANNS OR COMMON LICENCE – EVIDENCE OF NATIONALITY

Proposed date of service.....

Full Name of Bride.....

Full Name of Groom.....

All couples wishing to be married in the Church of England (by either banns or common licence) **must** provide original identification documents sufficient to evidence their nationality to the member of the clergy responsible for publishing the banns or to the person with authority to grant a common licence, as appropriate.

TO EVIDENCE HIS OR HER NATIONALITY, IDEALLY EACH INDIVIDUAL SHOULD PRODUCE EITHER A CURRENT VALID PASSPORT OR A NATIONAL IDENTITY CARD.

IN THE ABSENCE OF SUCH, HE OR SHE MAY PRODUCE ALL OF THE DOCUMENTATION REQUIRED BY ONE OF THE OTHER BOXES IN SECTION A (BELOW) AND THOSE DOCUMENTS REQUIRED BY ONE OF THE ADDITIONAL BOXES IN SECTION B (OVERLEAF).

IF IN ANY DOUBT PLEASE CONTACT THE DIOCESAN REGISTRY FOR ADVICE.

A. EVIDENCE OF NATIONALITY	Bride	Groom
A valid passport showing the individual is a British, EEA or Swiss national Passport number.....expiry date.....(Bride) Passport number.....expiry date.....(Groom)		
A valid national identity card issued by an EEA state or Switzerland		
A certificate of registration as a British citizen granted by the Secretary of State AND Another document to establish current use of the name and surname referred to on the certificate of registration (or evidence of the change of name e.g. deed poll, previous marriage certificate, decree absolute) <i>[Complete Section B overleaf]</i>		
A certificate of naturalisation as a British citizen granted by the Secretary of State AND Another document to establish current use of the name and surname referred to on the certificate of naturalisation (or evidence of the change of name e.g. deed poll, previous marriage certificate, decree absolute) <i>[Complete Section B overleaf]</i>		
Where none of the above are available and the individual was born in the United Kingdom before 1st January 1983 <ul style="list-style-type: none"> • a United Kingdom birth certificate AND <ul style="list-style-type: none"> • another document to establish current use of the name and surname referred to on the certificate (or evidence of the change of name e.g. deed poll, previous marriage certificate, decree absolute)<i>[Complete Section B overleaf]</i> 		
Where none of the above are available and the individual was born in the United Kingdom after 1st January 1983 but before 1st July 2006 <ul style="list-style-type: none"> • a full United Kingdom birth certificate showing the parents details AND <ul style="list-style-type: none"> • another document to establish current use of the name and surname referred to on the certificate (or evidence of the change of name) <p style="text-align: right;"><i>[Complete Section B overleaf]</i></p> AND <ul style="list-style-type: none"> • evidence of either of the parents' British citizenship or settled status at the time of birth (e.g. a passport describing the relevant parent as a British citizen or indicating that he or she then had indefinite leave to enter or remain) AND <ul style="list-style-type: none"> • if British citizenship is claimed through the father, the parents' marriage certificate 		

B. EVIDENCE OF CURRENT USE OF NAME (only complete where required in Section A above, although this documentation could also be used as proof of current address to establish parish of residence)	Bride	Groom
A utility bill dated no more than three months before the date on which notice of marriage is given		
A bank or building society statement or passbook dated no more than one month before the date on which notice of marriage is given		
A council tax bill dated no more than 12 months before the date on which notice of marriage is given		
A mortgage statement dated no more than 12 months before the date on which notice of marriage is given		
A current residential tenancy agreement		
A valid driving licence in the name of the person giving notice of marriage		
FOR BRITISH, EEA AND SWISS NATIONALS ONLY		
<p>A letter from the owner or proprietor (“X”) of the address which is the person’s place of residence which—</p> <p>(i) confirms that the person has resided at the address for at least seven days immediately prior to the date on which notice of marriage is given,</p> <p>(ii) states that X is the owner or proprietor,</p> <p>(iii) states X’s name,</p> <p>(iv) states X’s address, and</p> <p>(v) is signed and dated by X.</p>		

DECLARATIONS

I declare that the document(s) presented are original documents and relate to me

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Signature.....(Bride)

Signature.....(Groom)

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

Signed.....

(Minister)

Name.....

Date.....

DATA PROTECTION ACT REQUIREMENTS

Parishes should ensure compliance with the general data protection principles requirements enshrined in the Data Protection Act 2018 regarding the retention of completed copies of this form and any attachments.

It is suggested that a **maximum retention period of three years** would be appropriate before all documentation is destroyed, as the Marriage Act 1949 sets a three year time limit for the commencement of any criminal prosecution against clergy for offences committed relating to the solemnization of marriage.