

## **The State requires:**

\* The first thing a couple needs to do is to contact the local priests (names and contact details on the home page) and book the church for the ceremony. The couple will need to know that the church is available and also to have the name of the priest who will solemnise their marriage for their meeting with the civil registrar.

\* The couple should then make an appointment to meet with any civil registrar in person to give notice of their intention to marry. This meeting must take place at least 3 months before the wedding in order to comply with the civil requirement.

\* The couple will be required to bring the following documentation to the registrar's office:

photo identity (preferably a passport or driving license)

names and dates of birth of witnesses

name of the church where you wish to be married

date of marriage

name of the priest who will officiate at the marriage; this presumes that the celebrant is a registered solemniser and that he has agreed to officiate at the marriage.

\* If either party has been previously married, they must provide the civil registrar with the necessary documentation.

\* When all the civil requirements have been completed satisfactorily the couple will receive, from the registrar, a Marriage Registration Form (MRF). Without this form the couple cannot get married nor may the solemniser proceed with the marriage ceremony.

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\* The solemniser and the parish priest of the place of marriage will receive a notification from the civil registrar's office concerning the marriage due to take place.

\* The couple must present the MRF to the solemniser before the wedding so that he can check that the details are correct before the marriage takes place. This should be done as early as is convenient.

\* If changes are necessary- for instance, changing the name for the solemniser - the couple should be advised to contact the civil registrar to arrange for the re-issue of the MRF at the earliest possible stage before the ceremony.

\* After the wedding, the solemniser must ensure that the MRF is signed by the couple, the two witnesses and himself.

\* After the marriage has been celebrated, it is the responsibility of the couple (not the local priest or solemniser) to return the MRF to any Registrar's Office. This form must be returned within one month of the marriage.

\* The solemniser must ask the couple to make a verbal declaration of no civil impediment. This declaration should be made not more than two days before the

wedding.

\* The couple (and solemniser) must sign a document to this effect.

\* It is the recommended practice that this declaration is made at the beginning of the wedding, when the bride and groom arrive at the sanctuary.