

## CHECKLIST

- Ensure both marriage/civil partnership notice forms are fully completed are signed.  
An electronic signature cannot be accepted.
- Ensure all documents presented are original documents.
- Any original documents submitted in a language other than English should be accompanied by a certified English translation

### Document to be produced by each party

- Evidence of Nationality (e.g. Passport)  
**Notice of intension to marry cannot be lodged without this.**  
(your passport is not required if you were born in the UK before 1983)
- Birth Certificate
- Proof of Residence  
(e.g. Utility bill dated within last 3 months; driving licence)

### If you are a Non UK Citizen

- Declaration of Status Form by Non UK Citizen  
*This is required by all nationalities except British Citizens*  
**Notice of intention to marry cannot be lodged without this.**
- Passport Photographs (where applicable)
- Certificate of No Impediment to Marry  
*(If you have been a resident in the UK for more than two years, evidence of this will be accepted in place of a CONI)*
- Marriage Visa (where applicable)

### If you have been previously married or civil partnered

- Divorce / Annulment Document / Dissolution  
Former Spouses Death Certificate
- Foreign Divorce Questionnaire  
(This form should be completed if you are producing a divorce Document from a court outside the UK)

Please note that in some circumstances additional documents may be required.