

NOT TO BE FILLED IN BY APPLICANT
For Office Use Only

MARRIAGE

MARRIAGE CERTIFICATE APPLICATION
NOTES FOR GUIDANCE

First search

Result
By Date

Check search

Result
By Date

Notes

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Entry to be offered

Action taken

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Fees

Number		
	Full	£
	Short	£
	Stat	£
	Priority	£
	Other	£
TOTAL DUE		£
TOTAL REC'D		
GRAND TOTAL		£
TOTAL DUE		£
Refunds / retained fees / postage		£

APP FORM

Cashier/
Completed by **Date**

Indexed by **Date**

Checked by **Date**

Stamped by **Date**

REFUND

Refund Schedule No

Received by

Cashier **Date**

RECEIPT

HOW DO I APPLY?



In Person :

By taking your application form to the General Register Office. The office is open Monday to Friday 9.30am - 4.00pm (except 1st Tuesday of each month when the office opens at 10am) (Closed Public, Bank & NI Government Holidays).



By Post :

By forwarding the application form and fee to :

The General Register Office
Oxford House
49 - 55 Chichester Street
BELFAST BT1 4HL



By Telephone :

By telephoning 0300 200 7890 if calling from within the UK otherwise 028 9151 3101 if you have a credit card. Cards accepted are Maestro/Visa/Mastercard. You should have your card with you when you ring as we will require your card number and expiry date.



By Internet :

www.nidirect.gov.uk



By Fax :

On a standard application form to 028 9025 2120

HOW LONG WILL IT TAKE? - (PLEASE NOTE ALL CERTIFICATES EXCLUDING PRIORITY CERTIFICATES WILL BE ISSUED BY SECOND CLASS POST)

Personal Applications :
Telephone Applications :

Ready for collection or posting out on the **THIRD** working day after receipt of the application. Processed within **FIVE** working days of the application being received or on request can be collected on the **THIRD** working day.

Postal Applications :
Internet Applications :
Fax Applications :

Processed within **FIVE** working days of the application being received. Processed within **FIVE** working days of the application being received. Processed within **FIVE** working days of the application form being received. Personal applications are ready within **one** hour, if the extra fee is paid in addition to the cost of the certificate. Priority applications received by post, telephone or via the internet will be issued by first class mail, on the day of receipt or telephone applicants requesting collection within one hour.

Please note, for the priority certificate to be dispatched on the same working day, it must be received by 2.30pm if applying by post, telephone or internet, and 3.15pm for personal callers and telephone applicants requesting collection at the counter.

HOW DO I PAY?

Personal Applications :
Postal Applications :

You can pay by cash, cheque postal order or credit card. You can pay by cheque or postal order made payable to 'The Registrar General' or by credit card. **Payment from abroad may be made by cheque, international money order or credit card. Cheque, money order and credit card orders should always be expressed in STERLING. PLEASE DO NOT SEND CASH.**

Telephone Applications :
Internet Applications :
Fax Applications :
Fees :

You can pay by using a valid Maestro, Visa or Mastercard. You can pay online using a valid Visa or Mastercard. You can pay by using a valid Maestro, Visa or Mastercard. Please see fees leaflet GRO 384.

CAN I OBTAIN A REDUCED FEE CERTIFICATE?

Certificates for Education and Library Board / Social Security purposes can be produced at a reduced fee. **A letter issued by the Social Security Agency/Education and Library Board must be included with this application.**

HELPFUL HINTS

- **We cannot supply copies of marriage certificates registered outside Northern Ireland;**
- Please complete the address panel overleaf. This is where we will send the certificate;
- Please include the year of the event. If there is insufficient information we will search two years either side of the date supplied;
- Please include the appropriate fee. We cannot process your application unless the correct fee is received – cheques or postal orders should be made payable to the Registrar General.

Searching by GRO Staff

If the search is likely to be too time consuming because of lack of information, we cannot undertake the task. The applicant should conduct the search personally or arrange for someone else to search on their behalf, at The General Register Office, 49 - 55 Chichester Street, Belfast BT1 4HL.

PLEASE READ THE FOLLOWING NOTES TO HELP YOU COMPLETE THE APPLICATION FORM

THE ATTACHED APPLICATION FORM SHOULD BE COMPLETED IN CAPITAL LETTERS. THE INFORMATION PROVIDED SHOULD BE AS ACCURATE AS POSSIBLE. ALL SECTIONS OF THE APPLICATION FORM SHOULD BE FULLY COMPLETED.

INCOMPLETE APPLICATIONS WILL BE RETURNED

Section 1 Applicant (Person Applying)

- (Box a) Insert the full name of the person applying for the certificate and the address to which the certificate is to be forwarded. A daytime telephone number should be included, where you can be contacted if necessary.
(Box b) Give the reasons the certificate is required ie passport, driving licence etc.

Section 2 Details of Parties whose Certificate is Required Failure to provide full information may prevent GRO from being able to issue information/certificate you have requested.

- (Box a) State the forename(s) and surname of the man.
(Box b) State the forename(s) and maiden surname of the woman.
(Box c) State any other surname the woman may have had before the marriage.
(Box d) State the place of marriage ie name of church, Registrar's Office etc. along with the full postal address of the place of marriage.
(Box e) Insert the date of marriage.

Section 3 Number and Type of Certificate(s) Required

State the number of certificates required. Additional copies of the same entry will be charged at the reduced fee. Please see fee leaflet GRO 384 for details.

Statutory Certificate: A letter issued SSA/Education and Library Board or polling card is required. NB. These Certificates may only be used for the purposes provided.

Search Only: A search of the registers will be carried out within the 5 year period stated in this application - No certificate will be produced. However, you will receive a letter stating the outcome of the search.

Section 4 Signature

Please sign and date the form whether or not you are paying by credit card.

Section 5 Payment

- (Box a) Indicate your method of payment - cash (if applying in person) cheque, postal order. Cheques or postal orders should be made payable to the Registrar General. For postal applications please ensure the correct fee is enclosed as refunds cannot be made. PLEASE DO NOT SEND CASH BY POST.
(Box b) Complete this section if you are paying by credit card.

Marriage Certificate Application (Northern Ireland)

* ALL SECTIONS OF THE FORM SHOULD BE FULLY COMPLETED. INCOMPLETE APPLICATIONS WILL BE RETURNED.

- * Please complete Sections 1, 2, 3 in CAPITAL letters and sign at Part 4.
* This form should only be completed for persons married in Northern Ireland.

Section 1 Applicant (Person Applying)

(a) Full name, Full postal address, Postcode, Daytime telephone no., email address

(b) Please give reasons for wanting a certificate: ie passport, driving licence etc.

Section 2 Details of the Parties Involved

MAN (a) Forename(s), Surname; WOMAN (b) Forename(s), Maiden Surname; (c) Any other surname before this marriage; (d) Place of marriage, Full postal address; (e) Date of marriage

For purposes of detection and prevention of crime, information relating to this application may be passed on to other Government or Law Enforcement Agencies

Please note that marriages before 1922 cannot be traced unless the CHURCH and DISTRICT are known.

Section 3 Number Type of Certificate(s) required

*STANDARD, STATUTORY, SEARCH ONLY. *additional copies of the same entry will be charged at the reduced fee

Section 4 Signature (Must be completed)

Your signature, Date

Section 5 Payment

(a) I enclose cash (if applying in person), cheque / postal order for made payable to REGISTRAR GENERAL. (For postal applications please enclose the correct fee as refunds cannot be made.)
(b) or debit my Maestro, Visa, Mastercard by £ card no. Issue Number (Maestro only) Cardholders name (CAPITAL letters) expiry date

Please return to: The Registrar General, Oxford House, 49/55 Chichester Street, Belfast BT1 4HL.

Name: Address: Postcode:

PLEASE FILL IN YOUR NAME AND FULL POSTAL ADDRESS ON THE STICKER, TO ASSIST US IN SENDING OUT YOUR CERTIFICATE PROMPTLY.



IF YOU HAVE ANY FURTHER QUESTIONS OR REQUIRE HELP WITH THIS APPLICATION FORM. PLEASE CONTACT THE GENERAL REGISTER OFFICE ON THE TELEPHONE NUMBER LISTED OVERLEAF, OR EMAIL gro.nisra@dfpni.gov.uk