

## Paperwork needed for Notice of Marriage or Civil Partnership (Non Relevant National)

These are the documents we are permitted to accept to prove evidence of your name, date of birth, nationality, address and marital status.

If serving in USAF you will also need to bring your **military orders** showing that you are stationed at RAF Mildenhall or Lakenheath. If these have expired, you will need to show your **valid extension papers**. If you are living on base you will also need to produce your recall roster showing **your building and room number**. Proof of residence showing a box number **will not be accepted**. You must also produce your USAF ID card.

If you are subject to immigration control, please note that your waiting period may have to be **extended to 70 days**.

**If you have difficulty producing any of these documents, please take advice from the office you will be attending for your notice of marriage.**

If you are being married in the Church of England or the Church in Wales and you require the Registration Service to carry out the legal preliminaries, please contact us for further guidance.

**TABLE 2**

**You need to produce one document from each column, you only need to produce anything from column 4 if you have been married or in a civil partnership before. If you do not have the appropriate visa you will automatically be referred to the Home Office Investigation Team**

**YOU WILL BOTH NEED TO PRODUCE 2 RECENT PASSPORT STYLE PHOTOS WHICH WE WILL NEED TO RETAIN (unless you have indefinite leave to remain or indefinite leave to enter the UK, have visa showing the right of abode in your current valid passport, have a residence permit or are serving in the USAF)**

Name including surname (they also prove your date of birth)	Nationality (they also prove your date of birth)	Address	If you have been married before
<ul style="list-style-type: none"> <li>• Current valid passport</li> <li>• Valid photo-card driving licence (full or provisional) UK/Isle of Man/ Channel Islands</li> <li>• One of the address documents shown in Column 3 if the name you are using is shown <b>in full</b> on the document</li> </ul> <p><b>If you have been known by a previous name you will need to bring all the paperwork concerning, you name change.</b></p>	<ul style="list-style-type: none"> <li>• Current valid passport showing appropriate stamps/visas</li> <li>• Valid biometric immigration document issued by the Home Office</li> <li>• Valid travel document issued in UK at the discretion of the Secretary of State to someone who has been unreasonably refused a national passport or granted refugee status or is stateless.</li> </ul>	<ul style="list-style-type: none"> <li>• Utility bill dated no more than 3 months before the date on which notice of marriage is given (<b>not a mobile phone bill or a credit card bill</b>)</li> <li>• Bank or building society statement or passbook dated no more than 1 month before the date on which notice of marriage is given.</li> <li>• Mortgage statement less than 1 year old.</li> <li>• Council Tax bill less than 1 year old</li> <li>• Current residential tenancy agreement</li> <li>• Valid photo-card driving licence (full or provisional) UK/Isle of Man/Channel Islands</li> <li>• If you have taken up residency in Suffolk please contact the register office where you are giving notice</li> </ul>	<ul style="list-style-type: none"> <li>• Your <b>final</b> divorce document and translation if not in English. (If your divorce is recorded in a civil register we will need to see a certified copy of the entry and translation). If your divorce took place outside the UK there will be an additional fee to be paid at the time of your appointment.</li> <li>• The death certificate of your spouse and translation if not in English.</li> <li>• If you are using a different name to the name on your decree absolute or your name does not appear on the death certificate of your spouse, you will need to bring a marriage certificate (and translation, if not in English)</li> </ul>

