

PRESCRIBED EVIDENCE FOR GIVING NOTICE

The following is a list of evidence which has been prescribed in regulations to enable a person to give their notice of intention to marry or enter into a civil partnership.

It is a legal requirement that this evidence is produced to the registration officer taking your notice, at the start of your appointment. Please note that the registration officer has no discretion to accept any documents other than those listed. If you are unable to produce the required documents, it will not be possible to accept your notice.

Where any documents produced are not in English, a full translation must be provided.

Evidence of name, date of birth and nationality

- Valid passport or
- Certificate of registration as a British citizen granted by the Secretary of State, together with a document to confirm current use of the name and surname from the list below at “Evidence of place of residence” or
- If born in the UK **before** 1st January 1983, full UK birth certificate together with a document to confirm current use of name and surname from the list below at “Evidence of place of residence” and photo ID such as driving licence to confirm identity or
- If born in the UK **after** 1st January 1983, full UK birth certificate showing parent’s details, parents’ full birth certificates and a document to show current use of name and surname from the list below at “Evidence of place of residence” and photo ID such as driving licence to confirm identity

If you have been known by any other names during your lifetime, you must provide evidence of your name change and your original name, eg deed poll or change of name document, full birth certificate / adoption certificate, marriage certificate.

Evidence of your status in the UK (non UK/Irish Nationals Only)

- If you are an EEA national with settled or pre-settled status, you will be asked to show evidence of your status. Before your appointment, please request the six-digit code from the GOV.UK page at: [View and prove your immigration status - GOV.UK](#)

- If you are a non-EEA national (except Irish), you will be asked to show evidence of your immigration status such as your visa or biometric card
- Translated versions of any additional documents you are required to bring
- If either you or your partner is not a British or Irish national and doesn't have Indefinite Leave to Remain, pre-settled or settled status, or a marriage or civil partnership visa, you will need to bring one **passport sized photo for each of you**

Evidence of ending of previous marriage or civil partnership

Decree absolute of divorce or nullity of marriage granted by a civil court in England and Wales

Dissolution order or nullity order granted in England and Wales in accordance with the Civil Partnership Act 2004

Death certificate of former spouse or civil partner. If you are not named as the spouse or civil partner on the death certificate, you will also need to produce your original marriage / civil partnership certificate.

Final document of divorce, nullity, dissolution, or annulment granted by a court or jurisdiction outside England and Wales. Please note that it will be necessary for further investigations to be made by the General Register Office to consider whether the ending of your previous marriage or civil partnership appears capable of recognition in the UK under the Family Law Act 1986 or the Civil Partnership Act 2004. The application to review your case will be charged a statutory fee ([see fees page on our website for current statutory fee](#)) and investigation could exceed the waiting period of 29 days; you are therefore advised not to book a ceremony until you have received Foreign Divorce clearance from the General Register Office. Please be advised that this fee is non-refundable in the event that your Foreign Divorce is turned down.

Evidence of place of residence

Please note that each of you must produce your own proof of address, even if you attend the appointment together, and you must produce original paper documents. If you have printed a statement from an online account, it must be verified by the service provider. Please note that only the documents listed below are acceptable as proof of address and you must live in the District of Richmond upon Thames in order to enter notice here:

- Utility bill dated no more than 3 months before the date of notice appointment
- Bank or building society statement or passbook dated no more than 1 month before the date of notice appointment
- Council tax bill dated no more than one year before the date of notice appointment
- Mortgage statement dated no more than one year before the date of notice appointment
- Current residential tenancy agreement
- Valid driving licence

If you have booked a ceremony please bring your booking confirmation.

If you have not yet booked you will need to provide the registrar with precise details of your chosen venue and room. This cannot be changed once notice is given.