



## APPLICATION FOR A COMMON LICENCE

(otherwise known as a Bishop's Licence)

### TO MARRY IN THE CHURCH OF ENGLAND

	Bridegroom	Bride
Names in full:		
Chosen Church and Parish for marriage:		
Proposed Date of Marriage:		

#### PLEASE NOTE

This document is NOT a Marriage Licence or an Affidavit.

An Affidavit in support of an application must be sworn once this application is approved.

**The couple are required to meet with a marriage surrogate before a Marriage Licence can be issued.**

**ALL ORIGINAL evidence and documents listed in this form must be provided by the couple to the marriage surrogate at this meeting.**

**PARTICULARS OF APPLICATION FOR A COMMON LICENCE  
TO MARRY IN THE CHURCH OF ENGLAND**

<b>Member of the clergy in charge of the church in which the marriage is proposed to take place:</b> <i>(See Note 1 of the explanatory notes beginning on page 6 of this form)</i>		
<b>Clergy Name:</b>		
<b>Address:</b>		
	<b>Bridegroom</b>	<b>Bride</b>
<b>Names in full:</b>		
<b>Current home address in full including postcode:</b> <i>(See Note 2)</i>		
<b>How long have you lived at this address:</b>		
<b>Parish of Residence:</b>		
<b>Occupation:</b>		
<b>Telephone No:</b>		
<b>- Day</b>		
<b>- Evening</b>		
<b>- Mobile</b>		
<b>Email Address:</b>		
<b>Nationality:</b> <i>(See Note 3)</i>		
<b>Passport Number:</b>		
<b>Age Last Birthday:</b>		
<b>Date of Birth:</b>		
<b>STATUS</b>		
<b>Are you Single:</b> <i>(ie never married before)</i>		
<b>Have either of you been previously married or contracted a civil partnership?</b>		
<b>If so please give details</b> <i>(See Note 8)</i>		
<b>Are you related or connected by marriage to your Fiancé(e):</b>		

ON WHICH LEGAL GROUND ARE YOU RELYING IN ORDER TO BE MARRIED IN THE PARISH		
Are you resident in the parish where you propose to marry: <i>(See Note 9)</i>		
Are you on the electoral roll of the parish where you propose to marry: <i>(See Note 10)</i>		
Do you have a qualifying connection with the parish where you propose to marry: *		
Are you relying on this in order to marry there: *		
* If yes to the above, please complete supplementary form ML2 "Particulars of Qualifying Connection"		
THE FOLLOWING ARE ATTACHED IN SUPPORT OF THE APPLICATION PLEASE TICK IF APPLICABLE		
Evidence of address of both parties: <i>(See Note 2)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Copy passports: <i>(See Note 4)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Further evidence of nationality, if applicable: <i>(See notes 4 and 5)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Divorce documentation, if applicable: <i>(See Note 7)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of entry on electoral roll, if applicable: <i>(See Note 9)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Supplementary form ML2: (if not resident in the parish or on the church electoral roll) with supporting evidence of having a qualifying connection with the parish	<input type="checkbox"/>	<input type="checkbox"/>
Other:  (please specify):	<input type="checkbox"/>	<input type="checkbox"/>
Have you paid the £200 fee by direct transfer to the CDBF?		
<p>NB The <b>originals</b> of all of the parties' evidential and supporting documents will need to be seen by a marriage surrogate and endorsed by the marriage surrogate using the following wording:</p> <p><b>'Certified to be a true and exact copy of the original document [Name of member of the clergy] [Incumbent/Priest-in-charge etc of .....] [date]'</b></p>		

<p><b>WE HEREBY CONFIRM</b> the answers given above are true and correct. We understand and agree that enquiries may be made with the relevant UK authorities including Government departments, UK Border Agency and the Police in order to verify the information provided and we hereby consent to our personal details being disclosed</p>		
	<b>Bridegroom</b>	<b>Bride</b>
<b>Applicants' Signatures:</b>		
<b>Date:</b>		
<p>If this application form is submitted by or completed with the assistance of the officiating minister: then he/she should countersign it at paragraph (a) below</p>		
<p><b>(a) I HEREBY CERTIFY</b> that I believe the contents of this application to be true and accurate to the best of my knowledge, information and belief. I am willing to officiate or authorise another minister to officiate, in the church indicated, and on the date indicated. (See note 12)</p>		
<p><b>Signature of the member of the clergy of the church where the marriage is proposed to take place:</b></p>		
<b>Clergy Signature:</b>		
<b>Full Name:</b>		
<b>Position in Church:</b>		
<b>Date:</b>		
<p>If this application form is submitted by or completed with the assistance of a clergy marriage surrogate: then he/she should countersign it at paragraph (b) below</p>		
<p><b>(b) I HEREBY CERTIFY</b> that I believe the contents of this application to be true and accurate to the best of my knowledge, information and belief.  I am of the opinion that the applicants qualify for a Common Licence. (See note 12)</p>		
<p><b>Signature of the marriage surrogate:</b></p>		
<b>Surrogate Signature:</b>		
<b>Full Name:</b>		
<b>Date:</b>		
<p>If it is clear from this application that you qualify for a Marriage Licence in the stated church, the Diocesan Registry or the marriage surrogate who has countersigned the application will advise you on the legal procedure which you must follow.</p> <p><b><u>IMPORTANT – you will need to make an appointment in the period 3 months before the date of the proposed marriage to meet with a marriage surrogate or Diocesan Registrar to swear an Affidavit</u></b></p> <p>This Affidavit is the couple's statement on oath that they are single and free to marry, it is an offence to swear something on oath which is known to be untrue.</p>		

It is recommended that this application should not be submitted more than 6 months before the proposed date of the wedding to avoid information becoming out of date. When you meet with a marriage surrogate or the Diocesan Registrar you must take the **ORIGINALS** of all the documents listed and inform them of any details which have changed (such as change of address)

**PLEASE RETURN** the completed form with the appropriate supporting documentation as listed (ensuring that you affix adequate postage) to:

**The Diocesan Registry, Church House, 5500 Daresbury Park, Daresbury, Warrington WA4 4GE**

The Diocesan Registry contact details are as follows:

<b>Registrar:</b>	Lisa Moncur, LL.B
<b>Tel:</b>	01928 718 834
<b>Email:</b>	<a href="mailto:lisa.moncur@chester.anglican.org">lisa.moncur@chester.anglican.org</a>
<b>Clerk to the Registry:</b>	Joanne Williams
<b>Tel:</b>	01928 718 834
<b>Email:</b>	<a href="mailto:jo.williams@chester.anglican.org">jo.williams@chester.anglican.org</a>

## EXPLANATORY NOTES

1.	If a different minister has been appointed to solemnise the marriage please also provide his or her full name and address
2.	Evidence of your place of residence must be produced. This must be in the form of two documents from those listed in note 6 below
3.	With effect from 1 <sup>st</sup> July 2021, if either party is not a British Citizen or does not have European Union Settled Status, it is not possible to proceed by banns or common licence. Instead the parties will have to obtain a Marriage Schedule from the Civil Register Office.
4.	Evidence of nationality must be produced by valid in date British passport. If a party is claiming European Settled status a 6 digit code shall be supplied to the Surrogate and officiating Minister to confirm this status with the Government.
5.	If an applicant cannot produce a British passport the following original documents may be produced instead:  Where the party was born in the UK <u>before</u> 1 January 1983: <ul style="list-style-type: none"> <li>i) A UK birth certificate; and</li> <li>ii) One other <u>document</u> (see note 6) to establish the party's current use of the name on the birth certificate</li> </ul> Where the party was born in the UK <u>on or after</u> 1 January 1983: <ul style="list-style-type: none"> <li>i) A full UK birth certificate showing his/her parents'/parent's details; and</li> <li>ii) Evidence of either of his/her parents' British Citizenship or settled status at the time of his/her birth (e.g. a passport describing the parent as a British Citizen or indicating that he or she then had indefinite leave to enter or remain); and</li> <li>iii) The parents' marriage certificate if British Citizenship is claimed through the party's mother; and</li> <li>iv) One other document (see note 6) to establish the party's current use of the name and surname referred to in his/her birth certificate</li> </ul>
6.	The acceptable "other" documents referred to in note 2 and note 5 above are: <ul style="list-style-type: none"> <li>• Utility bill dated no more than 3 months previously</li> <li>• Bank or building society statements or passbook dated no more than 1 month previously</li> <li>• Council Tax bill dated no more than 12 months previously.</li> <li>• Mortgage statement dated no more than 12 months previously</li> <li>• Current residential tenancy agreement</li> <li>• Valid full driving licence (not a provisional licence)</li> </ul>
7.	If either party is under 18 then the Registrar will require further particulars

8.	<p>If either party has been previously married or contracted a civil partnership it must be stated how the marriage/partnership was ended with dates and the original certificate of death/divorce/annulment/dissolution must be produced.</p> <p>The minister should follow the guidance in the House of Bishops' "Advice to clergy" and the additional form "Marriage in Church after divorce" (available from <a href="http://www.churchofengland.org/media/1162432/leafletforenquirers.pdf">www.churchofengland.org/media/1162432/leafletforenquirers.pdf</a>) <b>MUST</b> be completed by both applicants and by the officiating minister (and if the officiating minister is not the incumbent/priest in charge, with a confirmatory letter of agreement of the incumbent/priest in charge) and included with this application.</p> <p>If the marriage/partnership was ended by a Court Order or means outside the UK then the relevant Court Order or other document must be produced, with an official translation if necessary. In addition, the Registrar may require a letter from a UK Solicitor confirming that the Court Order is recognised under English Law.</p>
9.	<p>If either party is currently resident in the parish then evidence of this residence must be produced in accordance with note 2 above</p>
10.	<p>If either party is relying on entry on the Electoral Roll of the parish in order to be married there, then evidence of entry on the Electoral Roll of the parish should be produced and included with this application. This should be in the form of written confirmation from or on behalf of the person with custody of the Roll of the date and contents of the entry</p>
11.	<p>The fee for an application for a common licence is £200. This is payable when the application is lodged.</p> <p>If a cheque arrives with the application the application cannot be processed until this clears, this will take between 3 and 5 days. Cheques are payable to 'Chester DBF'.</p> <p><b>A direct transfer of £200 is preferable to:</b></p> <p style="padding-left: 40px;"><b>Acct Name: Chester Diocesan Board of Finance</b></p> <p style="padding-left: 40px;"><b>Sort Code: 60-40-08</b></p> <p style="padding-left: 40px;"><b>Acct No: 41930185</b></p> <p><b>When making payment please quote the parish and your surname as a reference.</b></p>
12.	<p>If there are matters arising from this application which are of concern to the clergyperson or the surrogate then he/she must make these known to the Diocesan Registry when submitting this application form.</p>
<p><b>PLEASE NOTE</b> that any information and/or documents provided in connection with the application may be passed to the UK Border Agency or other Government Agency or Department for verification.</p>	