



# Application Form for Marriage or Civil Partnership, Conversion of Civil Partnership to Marriage or Conversion of Marriage to Civil Partnership

## IMPORTANT NOTICE

**THIS IS A LEGAL DOCUMENT.** THE INFORMATION YOU PROVIDE BELOW WILL BE USED TO AUTHORISE YOUR MARRIAGE / CIVIL PARTNERSHIP. MAKE SURE YOU HAVE COMPLETED AND DOUBLE-CHECKED ALL RELEVANT SECTIONS BEFORE SUBMITTING THIS APPLICATION

Please read the guidance attached before completing this application form

### APPLICATION TYPE – PLEASE TICK ONE OF THE FOLLOWING OPTIONS

- Marriage**  
Jersey residents and non-Jersey residents wishing to get married in Jersey
- Civil Partnership**  
Jersey residents and non-Jersey residents wishing to enter into a Civil Partnership in Jersey
- Conversion of Civil Partnership to Marriage**  
Jersey residents and non-Jersey residents wishing to convert their Civil Partnership to Marriage
- Conversion of Marriage to Civil Partnership**  
Jersey residents and non-Jersey residents wishing to convert their Civil Partnership to Marriage

For current fees (if applicable) go to [www.gov.je/registrar](http://www.gov.je/registrar)

### FOR CONVERSIONS ONLY - DETAILS OF EXISTING MARRIAGE OR CIVIL PARTNERSHIP

DATE OF CEREMONY	LOCATION (ADDRESS)	TYPE OF CEREMONY (Marriage OR Civil Partnership)
__/__/____		
APPLICANT 1 NAME (as appears on Certificate)		
APPLICANT 2 NAME (as appears on Certificate)		
We confirm that the above marriage/civil partnership <i>has not</i> been dissolved (delete as appropriate)		(Yes/No)

### SECTION 1 - DETAILS OF CEREMONY – You MUST complete this section or your application will not be processed

DATE OF CEREMONY	TIME OF CEREMONY	LOCATION OF CEREMONY (Address)
__/__/20__	__:__am/pm	
NAME OF CELEBRANT OR RELIGIOUS OFFICIAL		
* ALTERNATIVE LOCATION (Address) (Must be approved by the Superintendent Register)		

\* Note. An Alternative Location must be an approved location and is only permissible by the Superintendent Registrar in limited circumstances.

For a list of approved locations go to [www.gov.je](http://www.gov.je) to view current Approved Marriage/Civil Partnership Locations



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## SECTION 2: APPLICANT ONE

FIRST NAME AND MIDDLE NAME/S	
CURRENT SURNAME <sup>1</sup>	
BIRTH SURNAME <sup>2</sup>	
PREVIOUS SURNAMES (if any)	

<sup>1</sup> Current Surname may be either the surname you were born with or your previous married surname that you are still known by or your deed poll surname

<sup>2</sup> Birth Surname as recorded on your birth or adoption certificate

<sup>3</sup> Previous Surname/s may be any former married surnames you were formerly known by.

CHANGE OF NAME BY DEED POLL - Complete the following section ONLY if you have changed your name by enrolled deed poll. You must provide a copy of the deed poll

DATE OF DEED POLL	FULL NAME BEFORE DEED POLL	FULL NAME AFTER DEED POLL
__/__/____		

ALL Surnames will appear on your marriage documents. However, you can choose either your Current Surname OR your Birth Surname to be used as your 'Primary' surname throughout the marriage process.

Primary Surname you wish to be recorded on your marriage documents

Please note that your birth surname or deed poll surname will be used during the marriage/ civil partnership ceremony when exchanging vows

DATE OF BIRTH	__/__/____	PLACE OF BIRTH	
PERMANENT RESIDENTIAL ADDRESS		LENGTH OF TIME AT THIS ADDRESS	
Post code			
HOW LONG HAVE YOU BEEN RESIDENT IN JERSEY? (Years / Months)			
* IF YOU ARE NOT RESIDENT IN JERSEY, HOW LONG HAVE YOU BEEN LIVING IN YOUR CURRENT COUNTRY OF RESIDENCE? (Years / Months)			

\* If you are not a Jersey resident or have been resident in Jersey for less than 2 years, you must obtain a Certificate of No Impediment to Marry / Civil Partnership from your home/previous jurisdiction.

CONTACT TELEPHONE NUMBER		CONTACT EMAIL ADDRESS	
OCCUPATION or PROFESSION (Current Job Title) No acronyms will appear on official documentation			

**CURRENT CIVIL STATUS** SINGLE  CIVIL PARTNERSHIP DISSOLUTION  DIVORCED  WIDOW / WIDOWER   
(please tick one)

<b>NATIONALITY</b>	
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IMMIGRATION STATUS BRITISH  CITIZEN OF EU/EEA/ SWISS NATIONAL  REST OF WORLD

## APPLICANT ONE - PARENTS DETAILS (names as on applicant's birth certificate)

	FATHER/PARENT	MOTHER/PARENT
FORENAME/S		
SURNAME		Maiden surname only
* CURRENT OCCUPATION OR PROFESSION		

\* If deceased enter "Deceased". If retired enter "Retired"



# Application Form for Marriage or Civil Partnership, Conversion of Civil Partnership to Marriage or Conversion of Marriage to Civil Partnership

## SECTION 3: APPLICANT TWO

FIRST NAME AND MIDDLE NAME/S	
CURRENT SURNAME <sup>1</sup>	
BIRTH SURNAME <sup>2</sup>	
PREVIOUS SURNAMES (if any)	

<sup>1</sup> Current Surname may be either the surname you were born with or your previous married surname that you are still known by or your deed poll surname

<sup>2</sup> Birth Surname as recorded on your birth or adoption certificate

<sup>3</sup> Previous Surname/s may be any former married surnames you were formerly known by.

CHANGE OF NAME BY DEED POLL - Complete the following section ONLY if you have changed your name by enrolled deed poll. You must provide a copy of the deed poll

DATE OF DEED POLL	FULL NAME BEFORE DEED POLL	FULL NAME AFTER DEED POLL
__/__/----		

ALL Surnames will appear on your marriage documents. However, you can choose either your Current Surname OR your Birth Surname to be used as your 'Primary' surname throughout the marriage process.

Primary Surname you wish to be recorded on your marriage documents

Please note that your birth surname or deed poll surname will be used during the marriage/ civil partnership ceremony when exchanging vows

DATE OF BIRTH	__/__/----	PLACE OF BIRTH	
PERMANENT RESIDENTIAL ADDRESS		LENGTH OF TIME AT THIS ADDRESS	
Post code			
HOW LONG HAVE YOU BEEN RESIDENT IN JERSEY? (Years / Months)			
* IF YOU ARE NOT RESIDENT IN JERSEY, HOW LONG HAVE YOU BEEN LIVING IN YOUR CURRENT COUNTRY OF RESIDENCE? (Years / Months)			

\* If you are not a Jersey resident or have been resident in Jersey for less than 2 years, you must obtain a Certificate of No Impediment to Marry / Civil Partnership from your home/previous jurisdiction.

CONTACT TELEPHONE NUMBER		CONTACT EMAIL ADDRESS	
OCCUPATION or PROFESSION (Current Job Title) No acronyms will appear on official documentation			

**CURRENT CIVIL STATUS** SINGLE  CIVIL PARTNERSHIP DISSOLUTION  DIVORCED  WIDOW / WIDOWER   
(please tick one)

<b>NATIONALITY</b>	
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IMMIGRATION STATUS BRITISH  CITIZEN OF EU/EEA/ SWISS NATIONAL  REST OF WORLD

## APPLICANT TWO - PARENTS DETAILS (names as on applicant's birth certificate)

	FATHER/PARENT	MOTHER/PARENT
FORENAME/S		
SURNAME		Maiden surname only
* CURRENT OCCUPATION OR PROFESSION		

\* If deceased enter "Deceased". If retired enter "Retired"



# Application Form for Marriage or Civil Partnership, Conversion of Civil Partnership to Marriage or Conversion of Marriage to Civil Partnership

**Declaration to be made under Article 28 and Article 35 of the Marriage & Civil Status  
(Jersey) Order 2018**

**&**

**Article 2 and Article 9 of the Civil Partnership (Procedures, Special Circumstances and  
Approved Locations) (Jersey) Order 2023**

I understand that this application cannot be accepted until the required fee has been paid.

I understand that upon receipt of my application, the Superintendent Registrar may require me to submit other information or documentation considered necessary for my application and may interview one or both of us if the Superintendent Registrar considers it necessary.

I understand that this application cannot be accepted if I have not provided all the required information and supporting documentation.

I understand that the Superintendent Registrar may reject any information or evidence provided with this application if they have reasonable grounds for suspecting that information or evidence is false or inaccurate.

I understand that fees will not be refunded under any circumstances including, but not limited to, rejection of the application or cancellation by me.

I understand the information provided will be used as part of a legal application to marry or form a civil partnership or to convert my existing civil partnership into a marriage or marriage to civil partnership.

## SECTION 4 – LEGAL DECLARATION

I hereby confirm that the information provided is correct to the best of my knowledge.

### APPLICANT ONE

SIGNATURE

DATE

PRINT NAME

### APPLICANT TWO

SIGNATURE

DATE

PRINT NAME

**WARNING: It is an offence, punishable by a fine and imprisonment, knowingly to make or cause to be made any false declaration in connection with the registration of a Marriage or Civil Partnership**



# Application Form for Marriage or Civil Partnership, Conversion of Civil Partnership to Marriage or Conversion of Marriage to Civil Partnership

## Guidance

### WHEN CAN WE APPLY?

You can apply to marry, form a civil partnership or convert to marriage/civil partnership up to 1 year and a minimum of 26 days before the date of your ceremony.

If you do not live in Jersey or you do not plan to apply in person, you will need more time to manage the requirements of the process. We recommend that you apply a minimum of 3 months before the date of your ceremony.

You must make sure that you are in possession of all required supporting documentation, that you are entitled to marry or form a civil partnership in Jersey and that you have fully completed your application form before you make your application or it will be rejected.

### WHO CAN APPLY?

One or both of you or a third party can apply on your behalf. However, you will both be required to attend all subsequent appointments for Notice and Schedule and you cannot delegate this to any other person(s).

### HOW LONG IS THE APPLICATION PROCESS?

The law sets out the process across four stages: Application, Notice, Schedule and Ceremony.

Each stage requires separate documentation and processes. Each stage is also subject to time deadlines set out in law. These will be explained to you as you transition through each stage. It is your responsibility to ensure you comply with these deadlines and where appointments are made, you must ensure that you both attend them.

### WHAT DOCUMENTS DO I NEED TO MAKE THIS APPLICATION?

You need to complete the Application Form and also submit the following supporting documentation for each of you according to your individual circumstances:

If you have never been married or in a civil partnership you must provide:

- standard full birth certificate or adoption certificate from the original registering authority
- valid, in date passport
- utility bill or bank statement for both applicants, dated within 3 months (either joint or separate documents)

If you have previously been married or in a civil partnership which ended by divorce/dissolution or the death of a partner:

- standard full birth certificate or adoption certificate from the original registering authority
- valid, in date passport
- utility bill or bank statement for both applicants (dated within 3 months)
- Divorce Decree Absolute / Dissolution of Civil Partnership / death certificate of spouse/civil partner for every previous marriage/civil partnership

If you are applying for a conversion to marry or conversion to civil partnership:

- standard full birth certificate or adoption certificate from the original registering authority
- valid, in date passport
- utility bill or bank statement for both applicants (dated within 3 months)
- marriage/civil partnership certificate

If you are not a Jersey resident or have been resident in Jersey for less than 2 years;

- Certificate of No Impediment to Marry / Civil Partnership from your home/previous jurisdiction

In addition to the above, if you have ever changed your name by deed poll:

- enrolled deed poll (unenrolled deed polls and statutory declarations will not be accepted)



# Application Form for Marriage or Civil Partnership, Conversion of Civil Partnership to Marriage or Conversion of Marriage to Civil Partnership

## WHAT IF I AM NOT A BRITISH OR EU/EA CITIZEN?

If you are not a British, EU, EA or Swiss citizen you will need to apply to the Home Office in London for a Marriage/Civil Partnership Visa. You can make a temporary booking for your marriage/civil partnership but your application cannot be accepted until you have a valid Marriage/Civil Partnership Visa. The Marriage Visa will need to be submitted as part of your application.

## WHERE DO I APPLY TO?

Both applicants must complete and sign this application form, submit this application form along with all relevant supporting documentation to the Superintendent Registrar and pay the fee required.

Your application will be considered and you will be contacted to be informed of the outcome within ten working days.

You can apply:

- By email to [weddings@gov.je](mailto:weddings@gov.je)
- By appointment in person  
To make an appointment call: (01534) 441335 or email: [weddings@gov.je](mailto:weddings@gov.je)
- By post  
Applications can be sent to: Superintendent Registrar, Office of the Superintendent Registrar, 10 Royal Square, St Helier, JE2 4WA

## WHY IS THE PROCESS LIKE THIS?

Getting married, forming a civil partnership or converting to a marriage/civil partnership is a significant act in law that creates rights and responsibilities between you and alters your relationship in law. You will be reminded of the significance of this at each appointment you attend.

The law in Jersey requires you to comply with all conditions set out in the process of a legal application to marry.

This includes the requirement to attend appointments, pay fees and submit documentation within the time scale set in law, restrictions regarding the location and content of your marriage or civil partnership ceremony and other requirements as explained to you during the process. If you do not comply with legal requirements in this process your application may be rejected, your marriage or civil partnership cannot take place and/or your marriage or civil partnership may be void in law. It is an offence for you to provide false or misleading information during the application processes.

Staff at the Office of the Superintendent Registrar will work with you so that you understand your obligations in this process, and it is your responsibility to ensure that you meet those obligations.

The Superintendent Registrar holds no discretion in law to deviate from statutory requirements in relation to the standard authorisation of marriage/civil partnership.

## HOW MANY MARRIAGE/CIVIL PARTNERSHIP CERTIFICATES WILL WE BE GIVEN?

You will be issued with two Marriage/Civil Partnership Certificates for you to keep at the conclusion of your ceremony. Additional certified certificates can be ordered at any time by applying to the Office of the Superintendent Registrar at [www.gov.je/registrar](http://www.gov.je/registrar)

## HOW MUCH DOES IT COST TO GET MARRIED/FORM A CIVIL PARTNERSHIP/CONVERT?

You will be charged two fees by the Superintendent Registrar:

1. Application for Notice to Marry/Form a Civil Partnership Fee –  
Charged at the time of the initial application
2. Schedule Fee  
Charged at the time of applying for your Marriage/Civil Partnership Schedule

For details of the current fees go to [www.gov.je/registrar](http://www.gov.je/registrar)