

Thurrock Council – Register Office

Marriage and Civil Partnership appointment request

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Please complete all sections relevant to you

Details	Partner 1	Partner 2	Any additional comments
Your name			
Your address, including postcode			
Phone number			
Email address			
Are you a British citizen, an EU citizen or another nationality?	<input type="checkbox"/> British citizen <input type="checkbox"/> EU citizen <input type="checkbox"/> Not British or EU citizen	<input type="checkbox"/> British citizen <input type="checkbox"/> EU citizen <input type="checkbox"/> Not British or EU citizen	
Nationality, if not a British citizen or EU citizen.			
If either partner is not a British citizen or EU citizen, then both partners must bring a recent passport-sized photo.			
Do you have a ceremony booked? If 'yes', please give the name of your venue:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
Do you have a date for your ceremony? If 'yes', please give the date of the ceremony:	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	

Details	Partner 1	Partner 2	Any additional comments
<p>Which relevant forms of ID will you be bringing?</p> <p>Dates of expiry should be given in the format DD/MM/YYYY</p> <p>You may need to bring more than one form of ID. Guidance is provided below.</p>	<input type="checkbox"/> valid passport date of expiry: / / <input type="checkbox"/> valid UK issued travel document date of expiry: / / <input type="checkbox"/> full UK birth certificate <input type="checkbox"/> proof of name change, such as a deed poll copy	<input type="checkbox"/> valid passport date of expiry: / / <input type="checkbox"/> valid UK issued travel document date of expiry: / / <input type="checkbox"/> full UK birth certificate <input type="checkbox"/> proof of name change, such as a deed poll copy	
<p>If you are not bringing a valid passport, you will need to produce your full birth certificate for nationality purposes.</p> <p>If you were born in the UK on or after 1 January 1983, you will also need to produce your full birth certificate showing your parents' names' plus your mothers UK birth certificate.</p> <p>If, for immigration purposes, your passport is with the Home Office, you will need to contact your caseworker and ask them to email a certified copy of your passport to register.office@thurrock.gov.uk – please check with us prior to your appointment that we have received this as if we haven't you will not be able to attend the appointment.</p> <p>We cannot accept an application registration card (ARC) as proof of nationality.</p>			
<p>If you are not British citizen or EU citizen, you must bring your visa or immigration documents. Which documents will you be bringing? Select all that apply.</p>	<input type="checkbox"/> biometric residence permit (BRP) card <input type="checkbox"/> visa <input type="checkbox"/> other – state below:	<input type="checkbox"/> biometric residence permit (BRP) card <input type="checkbox"/> visa <input type="checkbox"/> other – state below:	
<p>If you are a EU national with proof of settlement status, you must provide your 'Share Code' and date of birth, or Certificate of Application before 30 June 2021, if no code yet allocated</p>	<p>Share code:</p> <p>Date of birth:</p> <input type="checkbox"/> certificate of application provided	<p>Share code:</p> <p>Date of birth:</p> <input type="checkbox"/> certificate of application provided	
<p>What proof of address will you be providing? Guidance is provided below.</p>			

Details	Partner 1	Partner 2	Any additional comments
<p>You will need to provide one of the following proofs of address:</p> <ul style="list-style-type: none"> • driving licence registered at your current address • bank statement issued within 1 month of your appointment • utility bill issued within 3 months of your appointment • council tax bill covering 12 months • mortgage statement from the last twelve months • current tenancy agreement <p>If you are unable to bring any of the above, you will need to provide a letter from your landlord, this must state that you have resided at the address for the previous seven whole days before the date you give notice, that the person providing the letter is the owner or proprietor, and state their name, address and be signed and dated by them.</p> <p>If you have been in a previous marriage or civil partnership, you must also bring either:</p> <ul style="list-style-type: none"> • a decree absolute or final order • your former partner's death certificate – if you are not named on this certificate, you must also bring your former marriage or civil partnership certificate <p>If your documents are not in English, you must bring a full translation. There will be an additional fee to clear these documents. The translator needs to state their full names, address, date and signature and statement: "I confirm this to be a true and accurate translation of the original document seen by me".</p> <p>If you are providing any foreign divorce or civil partnership dissolution documents obtained outside of the British Isles, there will be an additional fee of either £50 or £75. The fee will be confirmed with you during your appointment.</p>			

Additional notes

If either of you need an interpreter, please bring one with you to the appointment as it may cause delays in your notice being taken.

Please make sure that you know which venue you are getting married or forming a civil partnership when you arrive at the notice appointment.

Send your completed details to: register.office@thurrock.gov.uk