# 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](https://www.thurrock.gov.uk/privacy). Get free internet access at libraries and community hubs.

### Please complete all sections relevant to you

**Marriage**  **Civil Partnership**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Partner 1** | **Partner 2** | **Any additional comments** |
| Your Title | Mr, Mrs, Miss, Ms  Other | Mr, Mrs, Miss, Ms  Other |  |
| Your name |  |  |  |
| Your address, including postcode |  |  |  |
| Phone number |  |  |  |
| Email address |  |  |  |
| Nationality | British Citizen  EU Citizen  Other please state | British Citizen  EU Citizen  Other please state |  |
| **If either partner is not a British or EU citizen**, then **both** partners must bring a **recent** passport-sized photo. | | | |
| **If,** you have a ceremony booked please give the name of your venue, date and time? |  |  |  |
| Which relevant forms of ID will you be bringing?  Dates of expiry should be given in the format DD/MM/YYYY  You may need to bring more than one form of ID. Guidance is provided below. | Valid passport  Date of expiry:     /    /  Valid UK issued travel document.  Date of expiry:     /    /  Full UK birth certificate  Proof of name change, such as a deed poll copy | Valid passport  Date of expiry:     /    /  Valid UK issued travel document.  Date of expiry:     /    /  Full UK birth certificate  Proof of name change, such as a deed poll copy |  |
| **If you are not bringing a valid passport**, you will need to prove your nationality.  **If you were born in the UK, you will need to provide your Birth Certificate.**  If you were born 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 or passport.  **If you are not a British citizen, you must bring your visa or immigration documents.**  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](mailto: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.  **We cannot accept an application registration card (ARC) as proof of nationality.** | | | |
| If you are not a British or EU citizen, you must bring your visa or immigration documents.  Which documents will you be bringing?  Select all that apply.  Please see below information to request your Share Code. | e-visa or Share code  9-digit Share code:  S  Date of birth:      /    /  Certificate of application provided  No immigration status provided | e-visa or Share code  9-digit Share code:  S  Date of birth:      /    /  Certificate of application  provided  No immigration status provided |  |
| If you are an 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  Please see below information to request your Share Code. | e-visa or Share code  9-digit Share code:  S  Date of birth:      /    /  Certificate of application provided | e-visa or Share code  9-digit Share code:  S  Date of birth:      /    /  Certificate of application provided |  |
| **Requesting a Share Code:**  You will need to request a 9-digit share code by visiting <https://www.gov.uk/view-prove-immigration-status>, and should select **‘other’** when the screen asks why a code is needed.  Once generated, the code they will need to provide to registration officials, along with your date of birth. It will begin with an ‘S’ and is valid for a period of 90 days. | | | |
| **Have you been in a previous marriage or civil partnership?**  **Where did the divorce take place?**  You must also bring either:   * 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. | Yes  No  UK  Other country  Yes  No  Yes  No | Yes  No  UK  Other country  Yes  No  Yes  No |  |
| **If your documents are not in English**, you must bring the original and a full translation. There will be an additional fee to clear these documents. The translator needs to state their full name, address, date and signature and this statement:  "I confirm this to be a true and accurate translation of the original document seen by me"  **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 **£55** or **£83**. The fee will be confirmed with you during your appointment.  You will need to provide proof of address **one** of the following proofs of address:   * 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   **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. | | | |
| You will need to provide **one** of the following proofs of address:   * driving licence registered at your current address in Thurrock * 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   **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. | | | |

### 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](mailto:register.office@thurrock.gov.uk)