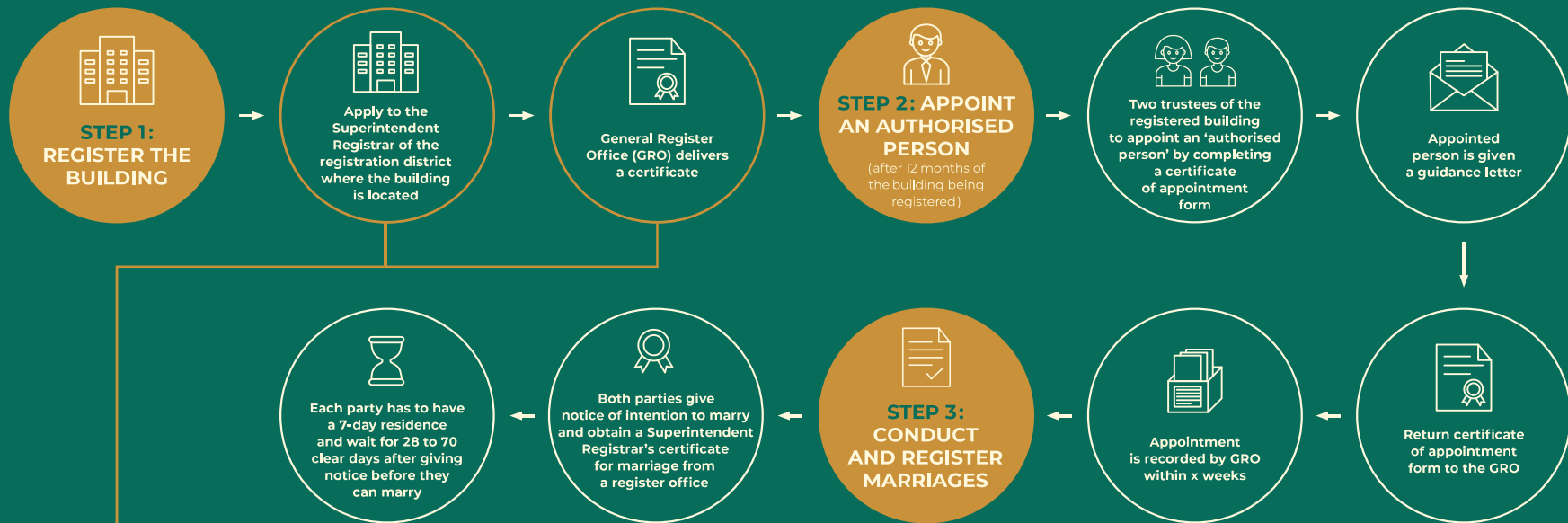


# Register our Marriage

## HOW TO REGISTER A BUILDING FOR MARRIAGE CEREMONIES AND APPOINT AN AUTHORISED PERSON (AP)



### APPLYING FOR A BUILDING TO BE REGISTERED FOR THE SOLEMNISATION OF MARRIAGES

The Marriage Act 1949 allows a building that has been certified as a place of religious worship to also be registered for the solemnisation of marriages (if the building is not already certified as a place of worship, then the two applications can be made at the same time).

An application form for the registration of a place of worship for the solemnisation of marriages (Form 7B) must be signed in duplicate by minimum twenty householders who regard the building as their usual place of worship and countersigned by the proprietor or trustee of the building.

#### The applicant will be asked to supply the following information:

1. The full name by which the place of worship is known.
2. The precise address of the building. If the building has a number and a name, both should be stated.

3. The building's date of certification for worship and its worship number. The information will be on the certificate of registration returned to you by your local superintendent registrar (not required when registering for worship and marriages at the same time).
4. The name of the religious organisation which uses the building. This should be different to the name of the building.
5. The signature, name and address of at least twenty householders who use the place for religious public worship.
6. The date that the householders sign the certificate. The person who countersigns the form must not have also signed as a householder. The counter signatory must be either the proprietor/owner or a trustee of the building.
7. The date the certificate was countersigned must not be prior to when the certificate was signed by the householders.

8. The person who signs the application must either be the proprietor/owner or trustee of the building, who should enter the date the application was signed. This date must be within one month of the date of the householder's certificate.
9. Confirmation that public access is allowed to any marriage that takes place.
10. A copy of the intended marriage service. Any ceremony carried out in a registered building must contain the words of declaration and contract as specified in the Marriage Act 1949, s 44 (3) and these words must be said as part of a larger religious ceremony.

A fee of £123 should be submitted to your local Superintendent Registrar with your application. Once the General Register Office has certified a building for marriages, the local Register Office is required to advertise the new place for marriages in a local newspaper and in the London Gazette.

### AFTER THE BUILDING IS REGISTERED

- Once a building is registered for the solemnisation of marriages any marriages that take place there initially will have to be attended and registered by a registration officer from the local register office.
- If a couple then require a copy certificate it will be issued by the local register office.
- Once a building has been registered for at least 12 months they can, if they wish, appoint an Authorised Person who will register any marriages instead of local register office staff. If they do this the building will be sent their own marriage registration stock and the Authorised Person will be required to submit returns every quarter.