

Authorisation Letter

To allow Civil Preliminaries for a Wedding in a Religious Building other than the Church of England or Wales

If you wish to marry or form a civil partnership in a religious venue other than Church of England or Wales you will be required to obtain a Marriage Schedule. This is the legal paperwork which shows that you have proven that you are who you say you are, that you are legally free to be married/form the partnership and that all conditions have been satisfied. It is a legal document and is issued 29 days after an interview with a Registration Officer. The information you provide must be displayed for this period in the Register Office as the public have the right to raise any legitimate objections to the marriage/civil partnership.

Whilst a notice of marriage/civil partnership must be given at least twenty eight clear days before the intended date of ceremony this does not include the day of giving notice and therefore it is actually on the 29th day that any documents are produced or the next business day if this falls on a weekend. Giving notice to marry/form a partnership involves an interview at the register office and this should be booked as early as possible to ensure availability in the diary.

A notice of marriage/civil partnership is valid for up to twelve months from the day it is taken out.

By law in England and Wales you must qualify to marry/form a civil partnership. In general this is by becoming resident in England or Wales. Parties from Scotland for instance have to fulfil residency requirements to qualify.

Before you give notice please check which of the following circumstances apply to you:

1. You both live within the Registration district of the church (Westmorland and Furness)

If both of you live within the boundaries of the district (Westmorland and Furness) covered by the church in which you wish to marry, you will need to make an appointment with the Superintendent Registrar of the registration district (any office in Westmorland & Furness) in which the religious building is situated, to give notice that you intend to marry (there is no need for the attached authorisation letter to be completed).

2. One party is resident within the Registration district of the church (Westmorland and Furness)

If only one of you lives within the district boundaries of the said church, and the other party resides outside the registration district (Westmorland and Furness) in which the church is situated, the party residing within the district will give notice at the register office in which the church is situated (any office in Westmorland and Furness), and the other will need to give notice at his or her own local register office (there is no need for the attached authorisation letter to be completed).

If either party are normally resident in Scotland please see Section 4 below.

3. Neither party lives within the Registration district of the church (Westmorland and Furness) but it is the Usual Place of Worship of one or both parties and you live within England or Wales then you still qualify to marry/form the partnership without residency. In this case a letter would be required from the incumbent to confirm that this is your usual place of worship. You would then attend and give notice at your own local register office in the district(s) where you live. Please bring the attached Authorisation Letter completed to your appointment.

4. If one party is normally resident in Scotland, but the other is normally resident in England or Wales then you still qualify to marry/form the civil partnership without residency however the Scottish paperwork is only valid for 3 months. It is important therefore that both parties can only give notice of intent within 3 months of the ceremony, one in Scotland and one in the registration district of the said church and this must be done on the same day. Please bring the attached Authorisation Letter completed to your appointment.

5. If both parties are normally resident in Scotland, their paperwork is only valid for 3 months. It is important therefore that either both do full residency as below, or if one party is to do so then they can only give notice of intent within 3 months of the ceremony, one in Scotland and one in the district (Westmorland & Furness) of the said religious building. The appointments must be on the same day. Please bring the attached Authorisation Letter completed to your appointment.

6. Neither party lives within the Registration district of the religious building (Westmorland and Furness) and it is NOT the Usual Place of Worship of one or both parties, one or both of you will need to reside at an address within the district boundaries (Westmorland and Furness) as explained in the guidance below. Please bring the attached Authorisation Letter completed to your appointment.

7. If either party is subject to immigration control or has EUSS settled status, pre-settled status or a pending application please read the additional conditions on our website that may apply

In all cases where Residency is required (Other Religious Buildings)

The first and last day do not count and therefore it is in effect 8 nights and you can give notice on the 9th consecutive day. Whilst you can leave the district during the day the nights must be spent in the district. You can give notice of intent after the 9th day provided you haven't broken the residency. So you may decide to spend 14 nights but as long as it is a minimum of 8 nights and that the residency however long is unbroken they are then deemed resident. If the last day of your residency falls on

a day when the Register Office is closed you must stay at the address until paperwork is completed.

If only one party is undertaking residency, the other person must give notice on the same day in their home district anywhere in England or Wales (or Scotland - see above). The reason being if you give notice before the 9th day you cannot say one party is resident and give their address as within the parish, thereby losing the qualification to marry/form the partnership. If you wait until after and the residency has been broken the person is then no longer resident and no longer qualifies. Both notices must be the same and one party must be resident in the parish of the church in which you wish to have your ceremony.

The other consideration is that if a couple are normally resident in Scotland, for example, their paperwork is only valid for 3 months. It is important therefore that either both do full residency as above, or if one party is to do so then they can only give notice of intent within 3 months of the ceremony, one in Scotland and one in the registration district of the said church

It is your responsibility to confirm with the incumbent that where you are staying is within the district of the said church and that your appointment is immediately after an unbroken residency period of at least 8 nights and that you [bring the correct documents](#) with you.

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To ensure we record the correct information relating to the Religious Building, and to avoid any inconvenience at your notice of intent to marry appointment with the Registration Service, please ensure your officiant completes this form and you bring it with you to your Notice appointment with Westmorland and Furness Registration Service

Brides Full Name		
Grooms Full Name		
Full name of Religious Building		
Full Address of Religious Building		
Date of Ceremony		
I can confirm that we are currently licensed for Ceremonies and that the couple named above have requested a ceremony in the Building named under the following entitlement:	Please tick those which apply	
Neither party lives in the same district as the religious building, but both parties live within England or Wales and		
One or both parties is normally resident in Scotland but the appropriate residency has been undertaken per the guidance		
I/we have agreed to conduct this marriage in accordance with the marriage rites of the said building		
If either party is subject to immigration control, has EUSS settled or pre-settled status the appropriate conditions on the Westmorland and Furness Registration website have been met.		
Name		
Signed		
Position at Church		
Contact Number and e-mail address		