

**DIOCESE OF ST EDMUNDSBURY AND IPSWICH**

**Common licences during the corona virus emergency.**

These notes apply to couples who would otherwise have been married after banns, but either the banns cannot be completed or they cannot be read at all because public worship has been suspended. They also apply to couples who would have required a common licence in any event e.g. because they do not wish to have the publicity of banns or because one or other are not resident in England or Wales. To avoid the need for the couple to visit the diocesan registry, they allow them to swear the affidavit required in support of an application by Zoom or similar means.

1. Please fill in, but do not sign, the application form below with the help either of the priest responsible for the church where the wedding will take place or with the priest who will conduct the marriage.
2. With the priest please also fill in, but do not sign, the affidavit and schedule that follow. Where you see instructions in italics, please delete those, but comply with them. The requisite information may be in type or manuscript.
3. Check everything carefully with the priest by phone or email and provide such evidence of identity as the priest requires. If either of you have previously been married or in a civil partnership, you will also be required to provide evidence that the relationship has been legally ended. The priest will need to take photocopies of the ID and other documents and certify in writing on the copies:

“I certify that these are true and complete copies of the original documents seen by me on (insert date).

Signed (signature of priest).”

1. If any queries arise as you prepare the paperwork, please telephone me.
2. Print everything, and, ideally, the couple and the priest should sign the application form. If that isn’t possible, the couple should sign and scan the form to the priest, who can indicate agreement by email. Please do not sign the affidavit.
3. Please then scan the signed application form (with the priest’s email of agreement, if applicable) and the unsigned affidavit to me, together with the certified copies of the identification documents (and, if applicable, decree absolute or other evidence of previous marriages being ended).
4. I will say whether the forms have been correctly completed. If not, I will request further information or arrange for any mistake to be corrected. When everything is OK, I will agree either a physical or a Zoom meeting or similar with the person with the qualifying connection to the wedding church, at which he/she will sign and swear the affidavit and the schedule on the back.
5. I will then ask you to post the hard copies to me. At the same time, you will also need to post a cheque in favour of Birketts LLP for £200 or pay that amount by bank transfer to Birketts LLP client account 00136604 at Bank of Scotland sort code 12-16-39 reference JSH/2345/154/*surname of first named of couple* .
6. Once I have seen satisfactory paperwork, and the affidavit has been sworn, and I have received the funds, I will issue the licence. I will either send the priest an electronic copy of it, which will be the authority for the marriage to go ahead without banns, or if there is real urgency, I can issue authority for the marriage over the phone. I will send the priest the signed hard copy of the licence, but it is not essential to the marriage.
7. The licence allows the marriage to take place on any day within 3 months from the

date it is issued.

The ceremony may legally take place with just the couple, the priest and two witnesses. No one should take risks and the priest must decide when it is safe for the marriage to take place. Government guidelines and regulations about services in church, numbers, social distancing, singing etc. in force at the date of the marriage must be observed.

When the marriage takes place, the marriage registers will say that it is after common licence rather than after banns.

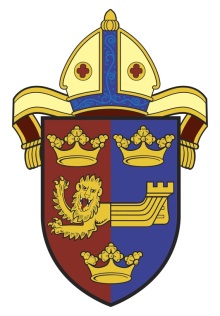
If there are any queries please contact James Hall 01473 406270 or 785251 at home, james-hall@birketts.co.uk or Angie Long (01473) 406300, [angie-long@birketts.co.uk](mailto:angie-long@birketts.co.uk). The office address is Diocesan Registry, Birketts LLP, 141 Princes St., Ipswich IP1 1QJ.

**NOTES TO APPLICATION FORM**

a. The common licence process is not available if either of you is subject to immigration control (i.e. is not a citizen of the European Economic Area countries). You will need to obtain a superintendent registrar’s certificate from an appropriate office of the Registrar of Births, Deaths and Marriages.

b. Please include copies of passports or other ID with the application form and have them endorsed by the priest who has countersigned the application to say that he or she has seen the originals. The wording is “I certify that these are true and complete copies of the original documents seen by me on (insert date). Signed (signature of priest).”

c. If either of you have been previously married or contracted a civil partnership, please state how the marriage/partnership was ended (with dates) and attach a certified copy (as in 2.) of the certificate of death/divorce/annulment/dissolution. The minister must also follow the guidance in the House of Bishops’ “Advice to clergy”.



**DIOCESE OF ST EDMUNDSBURY AND IPSWICH**

*PLEASE NOTE – this document is NOT a valid marriage licence.*

**APPLICATION FOR A MARRIAGE LICENCE**

*(Please print or write in block letters in ink)*

PROPOSED DATE OF MARRIAGE:

*(The licence will be valid for any date within 3 months of its date.)*

CHURCH WHERE MARRIAGE TO TAKE PLACE:

NAME AND ADDRESS OF MEMBER OF THE CLERGY RESPONSIBLE FOR THE CHURCH IN WHICH THE MARRIAGE IS PROPOSED TO TAKE PLACE AND (IF DIFFERENT) OF OFFICIANT AT THE MARRIAGE:

GROOM BRIDE

FULL NAMES

ADDRESS IN FULL

PARISH OF RESIDENCE

OCCUPATION

TELEPHONE No./E-MAIL

NATIONALITY *(see note a. above)*

PASSPORT NUMBER *(see note b. above)*

DATE OF BIRTH

ARE YOU SINGLE (i.e. NEVER MARRIED BEFORE)?

HAVE EITHER OF YOU BEEN

PREVIOUSLY MARRIED OR

CONTRACTED A CIVIL PARTNERSHIP?

*(If so, please give full details of how marriage ended - see note c. above)*

HAVE YOU BEEN BAPTISED?

IF SO, WHERE AND WHEN ?

If either of you have not been baptised, do you agree that

you do not reject the Christian Faith and that you

want a Christian service of marriage?

ON WHICH LEGAL GROUND ARE YOU

RELYING IN ORDER TO BE MARRIED IN

THIS CHURCH?

*(residence in the parish, electoral roll membership,*

*or relevant qualifying connection – discuss with the priest)*

WE ATTACH the following in support of the application – *(please tick those that are attached)*

Copy passports

Evidence of ending of previous marriage

Other (please specify)

WE CONFIRM the above is true and correct

Applicants’ signatures ………………………… …………………….....

Dated ………………………………..

*The application must be endorsed by the member of the clergy who is responsible for the church where the marriage will take place or by the priest who will conduct the marriage. In the latter case, by signing the form, he/she is also confirming that the minister in charge of the church (if different) has agreed to the ceremony taking place.*

I CERTIFY that I believe the contents of this application to be true and accurate, and am willing to officiate or authorise another minister to officiate, in the church and on the date indicated. I have met the couple and am satisfied that their marriage will be genuine. I am satisfied that one of them has a proper connection entitling them to be married in the church. *[*I have considered note c. above and consulted the Bishop, whose comments, if any, are enclosed. *delete if not applicable.]*

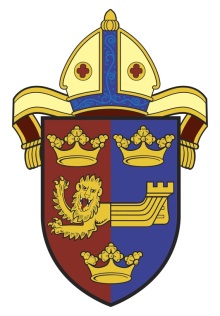
Signature of priest ………………………….

PLEASE RETURN the completed form with appropriate attachments as listed to The Diocesan Registrar, Birketts LLP, Providence House, 141 – 145 Princes Street, Ipswich, Suffolk, IP1 1QJ and also, if possible, by email to [james-hall@birketts.co.uk](mailto:james-hall@birketts.co.uk) or [angie-long@birketts.co.uk](mailto:angie-long@birketts.co.uk).

Sept. 2020

*Marriage Act 1949*

*Church of England Marriage Measure 2008*



**DIOCESE OF ST EDMUNDSBURY AND IPSWICH**

**AFFIDAVIT**

**in support of an application for a**

**MARRIAGE LICENCE**

I *(insert full names of person with qualifying connection to the wedding church)*

make oath and say as follows:

1. I desire that a licence may be granted for the solemnisation of matrimony between myself and the other person named in the schedule to this affidavit which is signed by me.

2. The particulars set out in the attached schedule(s) relating to myself and the person whom I wish to marry are true to the best of my knowledge information and belief.

3. To the best of my knowledge information and belief there is no legal impediment of kindred or affinity or otherwise nor have any proceedings been commenced in any court to bar or hinder the solemnisation of matrimony in accordance with such licence.

4. If a party named in the said schedule is a minor then all necessary consents to the marriage as required by Section 3 of the Marriage Act 1949 are annexed to this affidavit and initialled by me.

5. I understand that it would be a criminal offence to give any false information in this affidavit.

SIGNED ………………………………………… (Applicant)

SWORN before me on …………………………………………………. (Date)

SIGNED ………………………………………… (Surrogate)

**THE SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of parish and church where the marriage is to take place* | |  | |
| *Proposed date of marriage* | |  | |
|  | *GROOM* | | *BRIDE* |
| *Full Name* |  | |  |
| *Residential Address* |  | |  |
| *Parish* |  | |  |
| *Nationality* |  | |  |
| *Age* | OVER 18 | | OVER 18 |
| *Status*  *(Tick as appropriate)* | * Single * Widower * Previous marriage dissolved * Previous marriage annulled * Surviving civil partner * Previous civil partnership dissolved * Previous civil partnership annulled | | * Single * Widower * Previous marriage dissolved * Previous marriage annulled * Surviving civil partner * Previous civil partnership dissolved * Previous civil partnership annulled |
| *Grounds on which you claim a qualifying connection with the parish where you wish to be married (Tick as appropriate)*  *References to “parish” are to the parish (or conventional district) where the marriage is to take place*  *‘“Parent” includes an adoptive parent and any other person who has undertaken the care and upbringing of the person seeking to establish a qualifying connection, and “grandparent” is to be construed accordingly.* | * Usual place of residence in the parish for at least 15 days immediately before the grant of the licence. * On the Church Electoral Roll * Usual place of residence in the parish at any time for at least 6 months, namely,   From…………………………….……………………  To……………………………………………………..   * Baptised in the parish by a Church of England form of baptism. * Confirmed at a Church of England service and details of confirmation entered in a confirmation register belonging to a church or chapel in the parish. * A parent or grandparent was married in the parish by a Church of England service. * A parent has had his or her usual place of residence in the parish for at least 6 months during the lifetime of the person named above, namely,   From……………….…………………………………  To…………………………………………………….   * Has habitually attended public worship at Church of England services in the parish for at least 6 months, namely,   From………………………………………………….  To…………….……………………………………...   * A parent has habitually attended public worship at Church of England services in the parish for at least 6 months during the lifetime of the person named above, namely,   From………………………………………………….  To……………………………………………………. | | * Usual place of residence in the parish for at least 15 days immediately before the grant of the licence. * On the Church Electoral Roll * Usual place of residence in the parish at any time for at least 6 months, namely,   From……………..……..……………………………  To………….....……..………………………………   * Baptised in the parish by a Church of England form of baptism. * Confirmed at a Church of England service and details of confirmation entered in a confirmation register belonging to a church or chapel in the parish. * A parent or grandparent was married in the parish by a Church of England service. * A parent has had his or her usual place of residence in the parish for at least 6 months during the lifetime of the person named above, namely,   From…………………………………………………  To……….……………………………..…………….   * Has habitually attended public worship at Church of England services in the parish for at least 6 months, namely,   From…………………………………………………  To…………….………………………………………   * A parent has habitually attended public worship at Church of England services in the parish for at least 6 months during the lifetime of the person named above, namely,   From…………………………………………………  To…………………………………………………… |

Signed……………………………………….. Applicant