

APPLICATION FOR A MARRIAGE CERTIFICATE

PLEASE READ THE NOTES ON NEXT PAGE before completing this form

FOR REGISTER OFFICE USE ONLY

Register No.	Entry No.	Certificate No.
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Date of Issue

TO THE REGISTRATION OFFICER HAVING CUSTODY OF THE REGISTER

1 APPLICANT

Name of applicant Mr
Mrs
Miss/Ms (STATE NAME IN FULL)

Full postal address

.....Post Code:Daytime Telephone:

2 Are you applying for your own marriage certificate? Yes/No
If not please state your relationship to the person to whom the certificate relates:

3 It would help us if you would state the purpose for which the certificate is required:

.....

4 DETAILS OF MARRIAGE CERTIFICATE REQUIRED

MAN		WOMAN		ANY OTHER SURNAME USED BEFORE THIS MARRIAGE
SURNAME		SURNAME BEFORE MARRIAGE		
FORENAME(S)		FORENAME(S)		
DATE OF MARRIAGE			PLACE OF MARRIAGE	
DAY	MONTH	YEAR	NAME OF BUILDING, CHURCH OR REGISTER OFFICE AND LOCALITY	

5 REQUIREMENTS

MARRIAGE CERTIFICATE £10.00

I require marriage certificate(s)
NUMBER

6 REMITTANCE ENCLOSED (POSTAL APPLICATIONS ONLY)

I enclose a cheque/postal order for £..... made payable to "Leicestershire County Council", together with a stamped addressed envelope.

7

Signature Date.....

POSTAL APPLICATIONS

If you apply by post please complete this form and enclose a stamped address envelope and the appropriate fee in sterling. Cost of certificates is indicated overleaf or may be obtained from any Register Office. All remittances should be made payable to “**LEICESTERSHIRE COUNTY COUNCIL**” (for applications to this office) and crossed “/ & Co/”. **DO NOT SEND CASH.**

This application form should be sent to the Superintendent Registrar of the district where the marriage occurred:

**For marriages in Leicestershire
(but not in Leicester)
the address is:**

LEICESTERSHIRE REGISTRATION SERVICE
COUNTY HALL
LEICESTER ROAD
GLENFIELD
LEICESTER
LE3 8RN

DO NOT use this form for making applications to the REGISTRAR GENERAL.

SEARCHES OF MARRIAGE INDEXES

Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the marriage index, covering a period not exceeding 5 years, will be made but only where accurate details have been given of the marriage registration. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a GENERAL SEARCH in the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

GENERAL SEARCHES AT A SUPERINTENDENT REGISTRAR'S OFFICE

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent Registrar's district.

A GENERAL SEARCH is a search in the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. By arrangement with the Superintendent Registrar a person making a GENERAL SEARCH may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate fee.

If a person making a GENERAL SEARCH is uncertain whether a reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, will verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.

Guidance for Applying for a Copy Certificate

Please complete all sections on the application form (except for Section 5c for birth certificates and Section 5b for death certificates).
Return it with a cheque/postal order payable to 'Leicestershire County Council' and a Stamped Self Addressed Envelope to

County Register Office
County Hall
Leicester Road
Glenfield
Leicester
LE3 8RN.

Please DO NOT send cash.

Please allow 3 to 5 working days for delivery from receipt of request.

Please note

- We cannot undertake searches for a given event without a formal application accompanied by the relevant fee.
- Leicestershire Registration Service can only issue a copy certificate if the birth/marriage/death/civil partnership occurred and was registered in the County of Leicestershire.
- For events that occurred within the City of Leicester you should contact Leicester City Council on 0845 045 0901 or if outside of Leicestershire you should contact the relevant Local Authority.
- Upon receipt of an application in the event that Leicestershire Registration Service did not issue the original certificate your payment will be returned to you and you will be given details of the relevant authority.

Certificate Costs

Birth

Standard Certificate	£10.00
Short Certificate	£10.00

Please note many organisations such as the Identity & Passport Service do not accept short birth certificates.

Marriage

Standard Certificate	£10.00
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Death

Standard Certificate	£10.00
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Civil Partnership

Standard Certificate	£10.00
Extract Certificate	£10.00