

Wedding Enquiry Form

Congratulations! On behalf of St Peter's Church Hale, may we first of all wish you all the very best as you plan and prepare to get married. Thank you for enquiring about a Marriage Service in the beautiful setting of our Church. Receiving God's blessing when you get married provides an important and meaningful foundation for many couples.

Marriage in a Church of England Parish Church is governed by laws reflecting the traditional role a Parish Church has in a local community. It is therefore necessary to confirm your eligibility to get married at St Peter's before we can book a Service. Note that separate procedures will apply for citizens of non-European Economic Area countries.

In order for us to confirm your eligibility, please could you complete **Section A** of this form, as this will provide the essential information needed at this stage. Please sign the declaration before submitting your application.

Section A: Eligibility

Please complete this form in **BLOCK CAPITALS**. Black ink is helpful if we need to copy your form.

	Groom	Bride
FULL NAME <i>(please include middle names)</i>		
DATE OF BIRTH <i>(dd / mm / yyyy)</i>		
NATIONALITY		
CURRENT ADDRESS <i>(including postcode)</i>		
HOW LONG HAVE YOU LIVED AT THIS ADDRESS <i>(years and months)</i>		
PREFERRED TELEPHONE NUMBER		
PREFERRED EMAIL ADDRESS(ES) <i>(emails may contain personal data)</i>		

Eligibility – please tick all that apply	Groom	Bride
I have lived in the Parish of St Peter's (now or at any time previously) and/or regularly attend(ed) St Peter's Church for at least six months		
I was baptised and/or confirmed in St Peter's Church		
During my lifetime, my parent(s) lived in the Parish of St Peter's and/or regularly attend(ed) St Peter's Church for at least six months		
My parent / grandparent was married at St Peter's Church		

Have you been divorced and have a surviving former spouse? <i>(Where this applies, our Vicar is required to meet with you to discuss your application to be married before your marriage can be confirmed)</i>	Yes / No	Yes / No
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Declaration: We declare that the information given on this Wedding Enquiry Form is correct:

Groom _____ **Bride** _____ **Date** _____

Section B: Booking Information

It is not essential for you to complete this section prior to approval of **Section A: Eligibility** of your Wedding Enquiry form, however it can help to process your application once eligibility is confirmed if you are able to provide the following information. We will try and accommodate any preferred date for your wedding as far as we can. We are only able to book one wedding on any given day.

Preferred date and time for your Service <i>(this need not be a Saturday)</i>	
Alternative date and time for your Service <i>(we refer to this if your first choice is unavailable)</i>	

For Office Use only: Date and Time Confirmed	
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If your Parish of residence is not St Peter's Hale or St Elizabeth's Ashley, you will need to arrange for your Banns of Marriage to be read in the Parish Church(es) where you live, as well as at St Peter's Hale. This is a legal requirement, and your Banns Certificate(s) must be received by us before the Service can take place. A fee is payable to the Parish Church(es) concerned. See also: www.yourchurchwedding.org/article/reading-of-banns/ for more information.

If you are not sure which your Parish Church is, the Church of England website: www.achurchnearyou can help, or contact your nearest Church of England Church for advice. Banns of Marriage are valid for three months.

	Groom	Bride
Parish of Residence		
Are you on the electoral roll at the above named Church?	Yes / No	Yes / No
Have you contacted them yet about Reading your Banns?	Yes / No	Yes / No

For Office use only Banns Certificate received:		
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Section C: Details

This section includes more specific information regarding your requests for a Marriage Service. It is not necessary to fill in this section until eligibility to be married at St Peter's has been confirmed: completion is required when your booking is confirmed. Please sign the additional declaration when this section has been completed. Thank you.

C.1. Additional information	Groom	Bride
NAME(S) PREVIOUSLY KNOWN AS <i>(if applicable)</i>		
NAME PREFER TO BE KNOWN AS <i>(if not your full first name)</i>		
PREVIOUS HOME ADDRESS <i>(essential if your current address has been for less than six months)</i>		
POSTCODE		
TIME AT THIS ADDRESS <i>(months and years)</i>		

C.2. Nationality information	Groom	Bride
COUNTRY OF BIRTH		
DATE OF NATURALISATION <i>(if you were born outside Britain and are now a British Citizen)</i>		

C.3. Further Information required for Marriage Registers	Groom	Bride
AGE ON WEDDING DAY		
MARITAL STATUS <i>(PPD is Previous Civil Partnership Dissolved)</i>	Single / Widowed / Divorced / PPD	Single / Widowed / Divorced / PPD
OCCUPATION, PROFESSION or RANK		
FATHER'S FULL NAME <i>(please add "Deceased" if applicable)</i>		
FATHER'S OCCUPATION, PROFESSION or RANK <i>(please add "Retired" if applicable)</i>		

C.4. Additional Wedding Planning information	
How many guests do you anticipate attending the Service? <i>(This is so we can arrange seating. Please include in your estimate children requiring a seat)</i>	
Would you like us to arrange an Organist for your Wedding? <i>(Please note that an additional fee will be payable)</i>	Yes / No
Would you like St Peter's Flower Guild to arrange flowers for your Wedding? <i>(Please note that an additional fee will be payable)</i>	Yes / No
Do you anticipate arranging for a Videographer to record your Service? <i>(Note that additional fees are payable to organists and a Copyright Licence may be required)</i>	Yes / No

Notes re: ID and Status

- Proof of your full name, age, identity and home address is required. Please provide sight of original passport, birth certificate, driving licence plus any change of name documents.
- If you were born outside the UK, please provide the certified copy of your birth issued by the appropriate authority of that country (plus an English translation where required), and your passport or national identity card. Please be advised that legislative requirements concerning non-UK nationals can change.
- If you have been married before and the marriage was dissolved, a Certificate of Decree Absolute must be produced. A Decree Nisi is not acceptable.
- If you have changed your name through previous marriage or another means, proof of each name may be required. Please note that Churches and other institutions may charge a fee for providing copy certificates.
- If you have been widowed, the death certificate of your former spouse may be required. If you were previously married and divorced, and your former spouse is no longer alive, your status is now "Widowed."

Please use the space on the final page of this form for any additional information you wish to provide, and any special requests you would like us to consider. We will endeavour to accommodate additional requests where possible and where consistent with the policies, custom and practice of St Peter's Church and the Church of England (Diocese of Chester). Your understanding is appreciated where this may not be possible. Thank you.

Additional Information

Declaration: We declare that all information provided in our completed Wedding Enquiry Form is correct, and that St Peter's Church cannot be held liable if any incorrect information has been provided (*both to sign again*):

Groom _____ **Bride** _____ **Date** _____

Section D: For Office Use Only

Please do not complete this section, which is provided to assist our Parish Office.

Date of initial enquiry:	Contact made by: Phone / Face to Face / Website or email	Initial enquiry received by:
Spreadsheet entry made:	Date enquiry passed to Minister:	Date Booked on schedule:
Date information pack sent out:	Date of initial meeting with Minister:	Date of follow-up meeting with Minister:
Total Fees due:	Date Fees paid:	Banns to be read:
Date Banns completed:	Date Entered in Marriage Register:	Date Certificate(s) prepared:
Entry into Church Magazine:	Follow-up Visit if required:	Follow-up information:

Notes: