

To book the Registrar for your wedding,
please ring **(028) 2826 2463** or email
Registrar@midandeantrim.gov.uk

We require both your names & contact
address and phone number

Also the requested Date and Time of
wedding.

**Total Civil Registrar Ceremony fee in an Approved
Venue**

Monday – Friday	£185
Saturday	£220
Bank Holidays	£268

Not payable until within one year of the wedding.

HOW TO SERVE NOTICE OF INTENTION TO MARRY

Once you have secured someone to conduct your ceremony, the couple should **email or make an appointment** to deliver your Notice of Marriage to The Registrar's Office in the district the event will occur, advisable within the twelve-month period prior to the date of the ceremony and no less than 10 weeks. Emailed notices are acceptable in the first instance however, you must present yourselves and the original documents to the Registrar's office before the wedding day.

The following documents are required by each party:

1	Marriage Notice Application Forms, completed, dated and signed. (Collect from Registrar's office or download from www.midandeastantrim.gov.uk)
2	Additional Information sheet, completed. (Collect from Registrar's office or download from www.midandeastantrim.gov.uk)
3	AP1 form (Civil Registrar Ceremonies only) obtained from the hotel.
4	<u>Full/Long Birth/Adoption Certificate</u> , the short certificate <u>will not</u> be accepted.
5	Passport (preferred document), Driving Licence or other official photographic identification – (In date only can be accepted) PLEASE NOTE: If you are not presenting a passport & born after 1 January 1983, one parents long birth certificate or their passport must also be submitted to prove your nationality.
6	Any change of name documentation i.e. deed poll.
7	Previously married / widowed / Civil Partnership, we will require a Decree Absolute/Dissolution of Civil Partnership or Death Certificate.
8	If the female party is divorced, we require the most recent previous marriage certificate.
9	If you are not a UK or Irish National, you will have to provide your EU Settlement Status share code. For Nationalities outside the EU, please complete an Immigration Status Statement. www.nidirect.gov.uk/gro

STRICTLY BY APPOINTMENT

Ballymena & Carrick are available between: Monday - Friday 9.30am – 3.30pm

Larne (Part-time): Monday, Wednesday & Friday - 9.30am – 3.30pm

Telephone: 028 2826 2463

Email: registrar@midandeastantrim.gov.uk

Website: www.midandeastantrim.gov.uk/registrar

FEES: Payable at time of giving notice, Price includes one certificate, paid by card, cash or cheque.
Payee: Mid and East Antrim Borough Council.

Civil Registrar Led Ceremony in an Approved Venue

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Prices correct at 1st April 2022

MISSING DOCUMENTS

Full Birth Certificate

Certified copies of your Full Birth certificate can be obtained from the General Register Office's in your country of you birth.

- Northern Ireland - Tel 0300 200 7890 or www.nidirect.gov.uk/gro current fee is £15.00
- Scotland – Tel: 0131 334 0380 or www.scotlandspeople.gov.uk
- England and Wales – Tel: 0845 6037788 or www.gov.uk/order-copy-birth-death-marriage-certificate

Decree Absolute/Dissolution of Civil Partnership

Certified copies of your Decree Absolute/Dissolution of Civil Partnership can be obtained from the Court Service for NI, only if you were divorced/dissolved within NI.

- Fee: approximately £10 each.
- Contact details: 0300 200 7812

No Passport or Driving Licence

- If you do not have a passport or driving licence you can provide an electoral identity card, please contact 0800 4326 712 or Email: info@eoni.org.uk Web: www.eoni.org.uk
- If you were born between 1983 – present, and are unable to supply a passport, then you must bring one of your parent's long birth certificate or their passport to prove your nationality.



On Your Wedding

Punctuality

It is important that the ceremony commences on time.

Arrival of Party One - At least 20 minutes prior to the ceremony.

Arrival of Party Two - At least 10 minutes prior to the ceremony.

This is to facilitate the final interviews with the Registrar and have your photographs taken prior to the ceremony.



Witnesses

2 witnesses over the age of 16 must accompany the couple.

They need to be able to fully converse in English and asked to sign the schedule at the end of the ceremony.

Photographs

Photographs may be taken throughout the ceremony. The extent of the photography is at the discretion of the Registrar. This can be clarified between the Registrar and the photographer before the ceremony begins.

Music

Suitable non-religious music may be played in areas of the ceremony.

This can be live music i.e singer/pianist/harpist etc. or can be played from a music device.

Choices of music must be sent to the Registrar before the Wedding Day



Poems/Readings

A Guest may read a non-religious verse.

The full text and the name of the person who will be reading the verse must be sent to the Registrar before the Wedding Day.

Writing of Own Vows

The couple may write their own non-religious vows to one another during the ceremony.

The full text of the vows must be sent to the Registrar before the Wedding Day.

Interpreters

When an interpreter is required the Registration service will be pleased to advise you about how this can be arranged.

There will be no religious elements to the Civil Ceremony i.e Hymns, Readings, Symbols or References. However if you wish to add these to your ceremony, this can be done after you complete your signing and the Registrar has left the room. A member of the clergy or any other person can then take over from this point.

The Order of Your Ceremony



Entrance

(a piece of music can be played)

The Registrar commences by welcoming everyone

Giving Away of Party/Parties *(optional)*

Optional:

A Guest may read a non-religious verse.

(The full text and the name of the person who will say the verse must be sent to the Registrar before the Wedding Day)

The Registrar will ask both Parties to repeat two legal declarations.

(These are Compulsory)

Legal Declaration of Freedom to Marry

I do solemnly declare, that I know not, of any lawful impediment, why I, *(full name)*, may not be joined in matrimony, to *(full name)*.

Legal Marriage Contract

I call upon, these persons here present, to witness that I, *(full name)* do take you thee, *(full name)*, to be my lawful wedded wife/husband.

Optional:

Both Parties respond with 'I do' to the following question

Do you solemnly promise that you will always protect one another with you utmost care, that you will honour and cherish her/him in sickness and in health for richer or poorer and that in all things you will be a faithful and loving husband/wife?

Optional:

A Guest may read a non-religious verse.

(The full text and the name of the person who will say the verses must be sent to the Registrar before the Wedding Day)

Optional:

Exchanging of the Rings *(two options are offered)*

Option 1 *(long)* *(Party One forename)* I give you this ring, as a symbol of our love, all that I am I give to you, all that I have share with you, I promise to love you, from this day forward and may this ring remind you, of the vows we have exchanged today.

Option 2 *(short)* *(Party Two forename)* I give you this ring, as a symbol of my love, my honour, and my commitment to you.

Closing of the Ceremony

Signing of the Marriage Schedule

*One or two pieces of music can be played whilst the signing of the schedule takes place.
Photographs may be taken once schedule is signed*

Couple are announced back down the aisle

- If marriage takes place in the Registrar offices (*Ardeevin, Carrickfergus or Larne*) the Registrar will Register the Wedding and present the couple with their Marriage Certificate before the couple leave the premises.
- If the Marriage takes place at an Approved Venue the Registrar will return to the Office and register the Marriage. The Marriage Certificate will be available for collection the next working day between 9am and 3pm or alternatively it can be posted to your home address.