

Couple _____ Wedding Date _____ Rehearsal Date _____

WEDDING PAPERWORK CHECKLIST

The following is a list of the paperwork that is needed before the wedding. Not everything is needed. I have marked what you will be needing. **COMPLETED PAPERWORK IS DUE TWO MONTHS BEFORE THE WEDDING.**

IMPORTANT: As soon as you know who will be presiding over your ceremony, let Jayne Hushen know ASAP.

- ☐ **Baptismal Certificates from both bride and groom, dated within 6 months of booking wedding.**
If one of you have not been baptized or can't find proof of baptism, you must obtain a Dispensation. (see below)
- ☐ **2 Affidavits each from both the bride and groom** filled out by a parent or other family member who have known you the longest. It must be signed and witnessed by a priest or deacon.
- ☐ **Dispensations:** *On the form, select the one that would apply to your case.*
 - **A dispensation from Disparity of Worship in accord with c. 1086, §1.**
If either the bride or groom have not been baptised
 - **A dispensation from Disparity of Worship ad Cautelam in accord with c. 1086, §1.**
If either the bride or groom have been baptised but have no proof of it
 - **Permission for the Catholic to marry a baptized non-Catholic in accord with cc. 1124-1125**
If either the bride or groom is a non-Catholic
 - **A dispensation from observing the canonical form of marriage in accord with c. 1127, §2.**
If the wedding is going to take place elsewhere and no Catholic priest or deacon will be present
 - **Permission to marry when one or both of the parties is bound by the natural obligation toward another party or toward children, arising from a prior union (c. 1071, 1, 3)**
If either the bride or groom is obligated by alimony or child-support
 - **Other request for dispensation/permission**
or c. 1071, also, consanguinity, affinity, adoption (cc. 1063-1094)
- ☐ **Prenuptial Investigation**
done by your priest or deacon when you first meet with him.
- ☐ **Marriage Formation Classes** followed by FOCCUS. Let Jayne Hushen know when you've completed the Marriage Formation and she will sign you up for the FOCCUS online questionnaire. Visit www.regonline.com/richmondmarriageprep.
- ☐ **Marriage Certificate** - your responsibility. After the wedding, the priest/deacon will sign it and mail it in for you. Information to help you can be found on our website under Weddings. **We will need a photocopy of your marriage license for the info therein needed to fill in our Sacramental Records and the address where you will be living after the wedding so that we can mail the certificates to you.**
- ☐ **Balance of fees due 3 weeks prior to wedding.** *Each check is to be written separately.*
(instructions come in an email one month prior to wedding.)

Music Minister	\$300
Cantor	\$250
Wedding Coordinator	\$200
- ☐ **Rehearsal Guidelines** filled out and brought to the rehearsal along with a copy of your **Wedding Program**
Give the Rehearsal Guidelines to your wedding coordinator. The rehearsal can't be conducted without it.
- ☐ **Fee for the priest** should be handed to the priest/deacon the day of the rehearsal or wedding. The amount is between you and the priest/deacon.