



HM Passport
Office

General Register Office

Guidebook for Secretaries (for Marriages) of Synagogues

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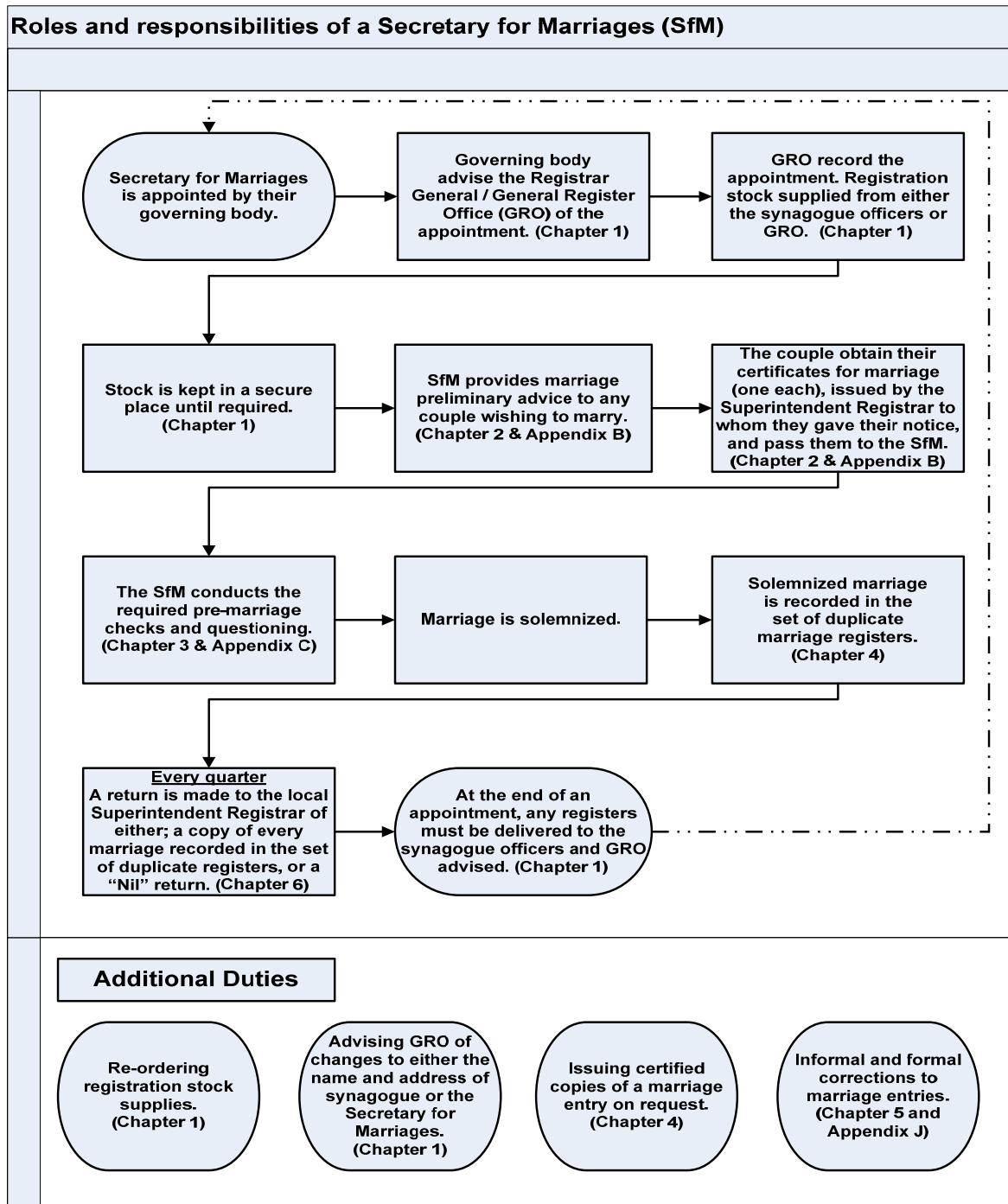
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Introduction

This booklet has been designed to provide you with guidance in your role at marriage ceremonies, as well as providing advice on how to keep accurate records. We hope you will find it helpful; if you have any queries, please contact your local Superintendent Registrar (SR) or the General Register Office (GRO). GRO contact details can be found in Appendix A.

Your responsibility, as a Secretary for Marriages, is to ensure that the legal requirements of marriages solemnized are met; this includes marriage preliminaries, registration of marriages, correction of errors in marriage registrations and the preparation and submission of quarterly returns. Below is a summary of your roles and responsibilities



1 Roles and Responsibilities

Becoming A Secretary for Marriages

- 1.1 Before you start your duties as Secretary of a Synagogue, the Registrar General (GRO) must be notified of your appointment. The notification must specify if the appointment is for the marriage of opposite or same sex couples, or for both. The definition of a Secretary of a Synagogue for the purposes of marriage registration therefore only applies to:
- A person, whom the President of the Board of Deputies to British Jews certifies to the Registrar General to be the Secretary of a Synagogue of persons professing the Jewish religion.
 - A person certified to the Registrar General to be the Secretary of the West London Synagogue, or of a synagogue connected with it or
 - A person certified to the Registrar General to be the Secretary of the Liberal Jewish Synagogue, or of a synagogue connected with it.
- 1.2 The Secretary of a Synagogue is required to describe themselves as “Secretary for Marriages” in marriage registers and on all documentation connected to marriage registrations. Other titles such as ‘registrar’ must not be used.
- 1.3 In the case of the temporary absence of the Secretary for Marriages, an ‘Additional Secretary’ may be appointed. However, they must have been certified by the relevant body and the Registrar General (GRO) advised before they act in the capacity of secretary for marriages.
- 1.4 In addition to the Secretary of a Synagogue certified to the Registrar General, there may be another official connected to a synagogue who may be appointed to perform the synagogues ordinary secretarial duties. They are known as ‘the secretary’. However, this person has no authority to sign marriage entries or any certified copies.

Marriage of same sex couples

- 1.5 For marriages of same sex couples the relevant governing authority will have to give their consent before the legal preliminaries can be completed. Consent allowing marriage of same sex couples can be obtained as follows:

<i>The “relevant governing authority” is...</i>	<i>..if the marriage falls to be registered by...</i>
the Chief Rabbi of the United Hebrew Congregations of the Commonwealth	the secretary of a synagogue certified under paragraph *(a) of the relevant definition (certification by the President of the Board of Deputies)
the person or persons duly recognised by the members of—	— either the secretary of the West London Synagogue, as certified under paragraph *(b) of the relevant definition

<p>(i). the West London Synagogue of British Jews (“the West London Synagogue”), and</p> <p>(ii). the other synagogues that are constituents of, or affiliated to the Movement for Reform Judaism</p>	<p>— or the secretary of another synagogue in a case where:</p> <p>(i) the secretary is certified under paragraph *(d) of the relevant definition by the secretary of the West London Synagogue, and</p> <p>(ii) the synagogue is one of those which are constituents of or affiliated to the Movement for Reform Judaism</p>
<p>the person or persons duly recognised by the members of—</p> <p>(i) the Liberal Jewish Synagogue, St. John's Wood (“the St. John's Wood Synagogue”), and</p> <p>(ii) the other synagogues that are constituents of, or affiliated to Liberal Judaism</p>	<p>— either the secretary of the St. John's Wood Synagogue, as certified under paragraph *(c) of the relevant definition</p> <p>— or the secretary of another synagogue in a case where:</p> <p>(i) the secretary is certified under paragraph (d) of the relevant definition by the secretary of the St. John's Wood Synagogue, and</p> <p>(ii) the synagogue is one of those which are constituents of, or affiliated to Liberal Judaism</p>
<p>the person or persons duly recognised by the members of the synagogue by whose secretary the marriage falls to be registered</p>	<p>the secretary of a synagogue certified under paragraph *(d) of the relevant definition (certification by the secretary of the West London Synagogue or the secretary of the St. John's Wood Synagogue), in a case where the synagogue is not one of those which are constituents of, or affiliated to:</p> <p>(i) the Movement for Reform Judaism, or</p> <p>(ii) Liberal Judaism</p>

Changes to the name and address of a synagogue

1.6 It is important that any change in the name or address of a synagogue be notified to the Registrar General (GRO) and:

- The Secretary, Board of Deputies of the British Jews. 6 Bloomsbury Square, London. WC1A 2LP.
- Or, in the case of a synagogue connected to the West London Synagogue to the Secretary of the West London Synagogue of British Jews, 33 Seymour Place. London. W1H 5AU.
- Or in the case of a synagogue connected with the Liberal Jewish Synagogue, 28 St John Wood Road, London. NW8 7NA.

Registration stock

- 1.7 GRO, Registration Supplies Unit (RSU) will provide you with the necessary registers, forms and certificates. These include marriage registers (in duplicate), forms for quarterly certified copies, forms for the nil return of certified quarterly copies and books of standard marriage certificates for issuing to the public.
- 1.8 Replacement stock can be ordered from GRO, RSU by telephoning 0151 471 4810 or by email at registration.supplies@gro.gsi.gov.uk.
- 1.9 There is also a tear-off slip in the register and certificate books that you can complete and return to RSU. We recommend that you order replacement stock at least one month prior to the date that you anticipate making your last entry.
- 1.10 It is important that you keep the following separate from your registration stock.
- A record of all marriages for which you have not submitted a quarterly return; in the event that the marriage registers are stolen these marriages would need to be registered afresh.
 - The certificate record sheet provided by GRO; this sheet must be completed to account for the serial numbers of all certificates issued. In the event of a theft, this will enable you to report the serial numbers of the certificates which have been stolen.
- 1.11 The Secretary of a Synagogue has legal custody and responsibility for any registers and stock in their care. Marriage certificate stock issued by the General Register Office is classified as secure stock and assets of Her Majesty's Government. As such, all persons with the responsibility for holding the certificate stock have a duty to ensure its safekeeping and prevent its loss or theft. Your registers and stock must be kept in a fire and damp resistant safe (ideally with internal dimensions of no less than 310mm by 465mm).

Chapter 4 of this guidebook provides direction on how to register a marriage in the set of registers provided and the issue of certificates. Chapter 6 gives advice on how to complete the quarterly return forms.

Ink

- 1.12 A permanent type of black ink should be used when registering marriages, preparing quarterly returns and issuing certificates. Registration ink can be purchased from Ecclesiastical Stationery Supplies. Contact details can be found in Appendix A.

Missing or stolen safe or registration stock

- 1.13 In the event of your safe being stolen, this matter should be reported to the Police immediately. If registers or certificates are unaccounted for and there is the possibility that it may have involved a theft, you should also report this to the Police. In both cases a Police Crime Incident Number should be obtained.
- 1.14 In all instances, GRO must be notified immediately on telephone number 0300 123 1837 (select Option 1). When you ring GRO, they will take details of the incident,

and send out a report form for completion. The details GRO require include the name, address and location of loss, the serial numbers of the stolen / missing certificates, the number of registers stolen and the Police Crime Incident Number. Your local superintendent registrar should also be notified of any loss or theft of both certificates and registers.

- 1.15 GRO will circulate the serial numbers of stolen / missing certificates to other agencies and government departments to help prevent them from being used for fraudulent purposes.

Damaged register books

- 1.16 If the registers need to be rebound or repaired, the secretary for marriages should ensure that the work is done when the registers are not required for the immediate registration of any marriage (Section 53 and 55 of the Marriage Act 1949). If the condition of the registers is so bad that you consider they should be replaced by new books, the Registrar General should be informed so that arrangements may be made to supply new registers and close the damaged books. GRO contact details can be found in Appendix A.

Filled registers

- 1.17 When the marriage register books are filled, one of them must be delivered to the SR of the district in which the synagogue is situated, in accordance with Section 60(1) of the Marriage Act 1949. This can either be done as soon as the register is filled or delivered with the quarterly returns. The other register book must be kept with the other registers and records of the synagogue.

Disposal of registers from a closed synagogue

- 1.18 In the event of a synagogue being permanently closed or disused for any reason, the Registrar General must be notified. Please contact the GRO via email to GROcasework@gro.gsi.gov.uk or telephone 0300 123 1837 for advice regarding marriage registers in the event of closure or disuse.

Change of contact details

- 1.19 Please notify GRO and your local SR of any changes to your contact details including home address, telephone number and email address.

Leaving office

- 1.20 If a Secretary of a Synagogue relinquishes his appointment, any registers that they are responsible for must be delivered to the synagogue officers. A Secretary of a Synagogue appointed to succeed another must be certified to the Registrar General (GRO) and apply for any registers from the synagogue officers.

2. Marriage Preliminaries

General information

- 2.1 A marriage can only be solemnized and registered where couples have given notice of intent to marry at a register office, and the superintendent registrar has issued two superintendent registrar's certificates for marriage (SRC), one for each person. An example of the SRC can be found in Appendix E.
- 2.2 In March 2015, a new scheme to tackle sham marriages and civil partnerships in the UK was introduced. A sham marriage or civil partnership is entered into by a couple who are not in a genuine relationship, in order to obtain an immigration advantage for one or both of them.
- 2.3 On 2 March 2015, the notice period for civil preliminaries was increased from 15 days to 28 days; but for couples where one or both parties is a non EEA national with limited or no immigration status, the Home Office may extend the notice period to 70 days to investigate whether their case is a sham. A list of EEA countries can be found at Appendix I.
- 2.4 The new scheme also introduced a requirement for both parties to a proposed marriage to provide a photograph of themselves to the superintendent registrar when they give notice of marriage, where one or both parties is a non EEA national and subject to immigration control (see 2.12).
- 2.5 The marriage must not be allowed to proceed unless the SRCs have been produced to the Secretary for Marriages.
- 2.6 A certificate for marriage issued in Scotland (called a certificate of no impediment) should be treated in the same way as a SRC. An example of this form can be found in Appendix F.
- 2.7 Documents which cannot be accepted as an authority for marriage are: banns certificates, ecclesiastical licences, documents issued in a British dominion, colony or protectorate of protected state or any document issued in a foreign country.

Giving notice of intent to marry

- 2.8 Both parties to the marriage need to give notice at either the same or different register offices, depending on where they live and their nationality and immigration status. The couple must complete 7 full days residence in that district before they can give notice, and they may only give notice up to 12 months ahead of the marriage. After 28 clear days from when the notice has been entered, the superintendent may produce the certificates. A flowchart showing where a couple can give notice is in Appendix B.
- 2.9 For couples where one or both parties is a non EEA national with limited or no immigration status, the Home Office may extend the notice period to 70 days to investigate whether their case is a sham. You should be aware (before confirming a booking) that the notice period may, in certain circumstances, be extended to 70 days.

- 2.10 Where one or both parties to an intended marriage is a non EEA national, they must attend together at a designated register office to give notice of intent to marry, unless they are exempt from immigration control (e.g. has right of abode in the UK or diplomatic status). Please see the GOV.UK website www.gov.uk/marriages-civil-partnerships/foreign-national for a list of designated register offices.
- 2.11 Each person giving notice will need to present documents that evidence their name, age, nationality and residence, and same sex couples should also produce a letter of consent, as detailed in 1.5.
- 2.12 After 28 clear days from when the notice has been entered, the SR may produce the certificates. Where one or both parties to a proposed marriage is a non EEA national and subject to immigration control, there is a requirement for both parties to provide a photograph to the superintendent registrar when they give notice of marriage. A copy of the photographs will be sent to the Secretary for Marriages along with the superintendent registrar's certificate before the wedding is due to take place.
- 2.13 The photographs should be used to ensure the person who attends the ceremony is the same person who attended to give notice. If there is any doubt then please contact GRO on 0300 123 1837 (Option 1). However, if for any reason the photographs are not received, the marriage should proceed as planned. Once the marriage has taken place the photographs should be confidentially destroyed. If this is not possible, you should return the photographs with your quarterly copies to the superintendent registrar.
- 2.14 The Registrar General may, where there are exceptional circumstances and compelling reasons, reduce the 28 day waiting period when the couple formally applies for this. On such occasions, you should advise the couple to speak to their local superintendent registrar. Couples should be advised that there is an additional charge for this service
- 2.15 Marriages must be between persons both professing the Jewish religion and may take place in a synagogue, private house or any other venue as detailed on the certificate for marriage issued by the Superintendent Registrar.
- 2.16 Both parties must be 16 years of age or over on the day of marriage. If either party is under 18, consent from their parent(s) or guardians will be required, or the necessary dispensations granted, before the SRCs can be issued.
- 2.17 If either party has been previously married or in a civil partnership, evidence that the marriage / civil partnership has ended will need to be submitted at the time of giving notice. This is usually in the form of a death certificate, divorce decree absolute or annulment document.
- 2.18 If either party has been married before and have a divorce which was obtained outside the UK, the superintendent registrar may refer it to the Casework Team at GRO.
- 2.19 This referral process at 2.18 can take longer than the minimum 28 day waiting period. To reduce the number of marriages that have to be postponed whilst waiting

for this clearance, it is recommended that the couple are advised to give their notices at the earliest possible point i.e. up to 12 months prior to the intended date of marriage.

- 2.20 If one of the parties is serving aboard one of HM Ships at sea, they may give notice to the Commanding Officer who will issue a certificate. In this case, the waiting period is a clear 21 days and not 28 days. There is no provision for the Registrar General to reduce this waiting period.

Restrictions on marriage

- 2.21 The following are legal impediments to a marriage:

- A marriage contracted by anyone under the age of 16.
- Pre-existing marriage or civil partnership – polygamy/polyandry is not legal within England & Wales.
- Prohibited degree of relationship - a marriage solemnized between persons related within certain relationships by blood or adoption is void. Generally speaking, if there are 2 or less links e.g. a man marrying his mother's sister (aunt) this would be void.

Place of marriage

- 2.22 There are no restrictions to the place of marriage as long as it is in England or Wales.
- 2.23 The couple may only marry in the place which is specified in the SRC. There are no restrictions to the hours within which the marriage may be solemnized.

Access

- 2.24 The public must have unrestricted access to the place of marriage during any marriage ceremony.

Witnesses

- 2.25 Two or more witnesses must be present at the marriage. There is no restriction on the number of witnesses, nor is there an age limit, but they must be able to understand what is taking place and testify if necessary as to what they have seen and heard.

Marriage by Registrar General's Licence

- 2.26 The Marriage (Registrar General's Licence) Act 1970 provides for a marriage to take place when one of the parties is seriously ill and not expected to recover. The marriage can be a civil or religious ceremony (except for Church of England or Church in Wales marriages). If you have any queries about Registrar General's Licences, please contact your local superintendent registrar.

Two marriage ceremonies on the same day

- 2.27 If a couple wish to have two marriage ceremonies performed on the same day, they should be advised that this is not possible. The couple could choose to have either a religious marriage ceremony, or a civil marriage ceremony followed by a religious blessing.

Religious ceremony after a civil marriage

- 2.28 Section 46 of the Marriage Act 1949 allows a couple to have a religious ceremony i.e. a blessing, after their civil marriage. The couple must produce a certificate of their civil marriage before the ceremony may take place.
- 2.29 The religious ceremony does not invalidate or supersede the civil marriage and no record may be made in the marriage registers kept under the Marriage Act 1949. No legal preliminaries are required for such a religious ceremony.

Re-marriage

- 2.30 A couple who are already lawfully married or in a civil partnership cannot choose to re-marry each other unless there is some doubt as to the validity of the earlier marriage / civil partnership.
- 2.31 Where there is no apparent informality in the previous marriage/civil partnership and the couple merely wish to go through another marriage ceremony with each other, they should be informed that they are already lawfully married / in a civil partnership with each other and there is no statutory provision for marriage preliminaries to be completed in these circumstances.
- 2.32 If it is unclear whether a previous marriage or civil partnership is capable of recognition as lawful, advice should be sought from the General Register Office.

3. Solemnization of Marriage

Pre-marriage checks

You must carry out the following checks before you allow the ceremony to go ahead. See the flowchart in Appendix C.

- 3.1 The two superintendent registrar's certificates for marriage (SRCs) should be presented to you before the day of the marriage. You must check the certificates and ensure that:
- i. the place where the marriage is taking place is correctly specified on the certificates (see Chapter 2 paragraph 2.23);
 - ii. the certificate is valid (a certificate is valid for 12 calendar months from the date of entry in the marriage notice book). If the certificates have different expiry dates, the marriage must take place on or before the earliest expiry date;
 - iii. if the marriage is taking place in a venue other than a synagogue, column 7 of the certificates will state "Both parties professing the Jewish Religion". However if this statement is not on the certificate but you are satisfied that the marriage should go ahead, you may allow it to proceed.

An example of a superintendent registrar's certificate for marriage is in Appendix E.

Pre-marriage questions

- 3.2 You must check that there is no legal impediment to the marriage and ask the following questions of both parties:

- **What is the name by which you are known, and have you been known by any other name?**
The names and surnames must agree with those on the certificates. If there are any discrepancies, you must question the parties further. If the differences can be satisfactorily explained, you should go ahead with the marriage.
- **How old are you today?**
The couple must both be over 16 for the marriage to be valid. If not, you must postpone the marriage. This also ensures that the correct age for each party will be entered into the marriage registers.
- **Have you been through any form of marriage or civil partnership in this, or any other country?**
The "condition" must agree with that shown on the certificates. If there is a discrepancy, you must question that person further and, if in doubt, contact the SR or their deputy who issued the certificate before the ceremony. If you are unable to contact the SR, you should seek advice from GRO as to whether you can proceed with the marriage.

If, at the time of the marriage, evidence is provided which shows that the party is free to marry, you may proceed with the ceremony. Where the evidence relates to

a divorce outside the United Kingdom, Isle of Man or Channel Islands you should contact the GRO.

- 3.3 If the details on the SRCs do not match those which will be entered into the marriage register and where you have decided to go ahead with the marriage, you need to write an explanation on the back of the certificates, together with the marriage book entry number in the space provided.

Forced marriages

- 3.4. Both parties must be present at the ceremony, be able to recognise each other and enter into the marriage contract knowingly and voluntarily. If you are in any doubt, please contact your local SR or GRO to discuss whether the marriage should take place. Signs you may wish to take into account include:

- either party showing signs of emotional distress;
- either party showing signs of physical harm or assault;
- one party may do all the talking or be reluctant to let the other party be spoken to alone;
- the parties are unable to converse in the same language;
- an allegation of a forced marriage has been made by someone else.

- 3.5 If you suspect that one of the parties about to marry is doing so against their will, you should enquire whether they wish to proceed and offer to contact the Forced Marriage Unit at the Foreign & Commonwealth Office. Contact details are in Appendix A.

- 3.6 You may need to insist on interviewing the party alone, and getting written confirmation that they are entering into the marriage voluntarily and are happy for the marriage to proceed.

- 3.7 If you decide to not continue with the marriage because of the reasons above, please advise both your officiating body and GRO. If however the party insists on the marriage proceeding, you should go ahead.

Sham marriage

- 3.8 Under the Immigration and Asylum Act 1999, a sham marriage is one entered into for the purposes of evading the provisions of United Kingdom immigration law or the immigration rules and involves at least one party who is not a British citizen or an EEA national. See appendix I (page 36) for the list of EEA countries.

- 3.9 The signs of a sham marriage may be similar to those associated with a forced marriage listed above. However, the following may also be indicative of a sham marriage:

- either party giving the impression of knowing very little about the other person;
- either party referring to notes to answer questions about the other person;
- one of the parties is seen to receive payment for the marriage;
- an allegation that it is a sham marriage has been made by a credible third person, e.g. Immigration Officer or Police Officer;
- there is little interaction between the couple; or,

- one of the parties seems unable to give the full name or address of the other person.

- 3.10 None of these reasons may in itself indicate that the marriage is a sham and there may be other factors which may arouse your suspicions that are not listed. However it is generally expected that a sham marriage will be a combination of these factors.
- 3.11 A sham marriage should not be confused with a traditional arranged marriage that is usually organised by family members, where there may be no intention to circumvent immigration law.
- 3.12 If you have any concerns that a marriage may be a sham when the couple first contact you or at any time prior to the marriage ceremony, you should contact your local superintendent registrar for advice.

It is important to remember that a sham marriage is not an impediment to a marriage, and if you do suspect that a marriage may be a sham then you should allow the ceremony to proceed, although afterwards you should notify your local superintendent registrar, who, if satisfied that the proposed marriage was a sham, is obliged under the 1999 Act to report the facts of the matter to Home Office (Immigration).

Mental capacity

- 3.13 Both parties to the marriage must have the mental capacity to understand the nature of the marriage that they are about to contract. A person should understand:
- (i) that they are taking part in a marriage ceremony and understands the words used;
 - (ii) the nature of the marriage contract. This means the person must be capable of understanding the duties and responsibilities which normally attach to marriage.
- 3.14 A person's mental capacity will have been assessed and considered at the time they gave their notice of marriage. However, if at pre-marriage questioning you have any concerns, you should immediately discuss the matter with your local superintendent registrar or GRO. A marriage cannot proceed if a person does not have the mental capacity to marry.
- 3.15 A key principle of the Mental Capacity Act 2005 is that a person must be assumed to have capacity unless it is established that he/she lacks capacity. It should never be assumed that because a person has a learning disability that they lack the capacity to marry.

4. Registering the Marriage

4.1 A Jewish marriage can be registered as follows.

- (i) where the parties to the marriage are both members of the same synagogue; the marriage shall be registered by the secretary of that synagogue, or
- (ii) where the parties to the marriage are members of different synagogues; the marriage shall be registered by the secretary of whichever of those synagogues the parties to the marriage nominate.

4.2 The marriage must be entered in the marriage registers belonging to the synagogue from which the secretary, who is to register the marriage, is appointed.

4.3 The secretary of marriages, both parties to the marriage, two witnesses and the person by, or before whom, the marriage was solemnized must sign the registers.

Commencement of entries

4.4 Title pages in new registers must be completed with the designation and address of the synagogue, registration district and the non-metropolitan county, metropolitan district, or London borough.

4.5 In no circumstances should an entry be written in a register book until the marriage to which it relates has been legally completed.

4.6 The same set of registers is used when registering marriages for both opposite and same sex couples. You should make the entry in the next available numbered blank space in each duplicate register using registration ink. Entries must be made in strict chronological order according to the dates of the marriage.

4.7 If you inadvertently miss an entry and make a blank space, draw a line in ink through the blank space in the register and through an equal number of spaces in the duplicate register. Write an explanation in the margin of why the entries were not used. Under no circumstances may the printed numbers in the registers be altered.

4.8 If you make the entry at different places in the two registers, please do not alter the numbers. Instead, make a note in the margins of both books of the entry number to refer to in the other register eg "This marriage is recorded at entry number..... in the duplicate register".

4.9 If you need to spoil/ cancel an entry, please ring GRO for advice.

Completing the register entries

4.10 Register entries should always be completed in black registration ink and in distinct and clear handwriting. Information should be completed from responses from the couple to your questions, and not from the superintendent registrar's certificate for marriage. Abbreviations should not be used, except for signatures. Every column

must be completed without overlapping into the next column. If there is no information given a line should be drawn in the column.

- 4.11 It is irrelevant which party is detailed on the first or second line of the registration. For marriages of opposite sex couples, it is purely traditional that the man's details are recorded on the top line of the registration and the woman's details are recorded below; if you enter the details the other way round, this is not incorrect and a correction is not required.

The heading

- 4.12 Complete the year, the venue of marriage, the name of the registration district and the name of the non-metropolitan county, metropolitan district or London borough.

Column 1 – When married

- 4.13 Enter the date of the Marriage; the Day and Month should be written in words and the year in numbers e.g. First January 2010.

Column 2 – Name and surname

- 4.14 Forenames should be in proper case with the surnames in upper case. e.g. David John DEBENHAM.
- 4.15 The names will usually be those entered in the SRC, but you should enter them in accordance with the information given by the parties and not that contained in the certificates.
- 4.16 Sometimes a person uses, and is known by, two names at the same time – in this instance both names should be entered using “otherwise” to link them.
- 4.17 If either of the couple has been known by another name, you should try to link both names using “formerly known as” providing that the party does not object. If the party does object, you should advise them that unless both names are entered, difficulties may arise in future years concerning the identity of the party. If the party still objects, you should enter the name and surname by which he/she is currently known.
- 4.18 Where one of the parties has changed their name by deed poll and only when it has been lodged / registered with the Central Office of the Supreme Court of Deeds at the Royal Court of Justice, the assumed name and surname only should be entered followed by “(name changed by deed poll)”. When lodged / registered, the deed poll will contain three stamps. The first stamp will state “High court enrolment” and a number; the second stamp will state ‘filed/enrolled’ and the third stamp will state the date.

Column 3 – Age

- 4.19 Enter the ages of the couples in completed years, followed by the word “years” (all lower case) e.g. 25 years.
- 4.20 In case of any reluctance to stating their age, the Secretary for Marriages should explain to the parties that the information is important for statistical purposes only.

Column 4 – Condition

4.21 Confirm the condition of the couple and enter it in the register using one of the following descriptions:

- Never previously married/formed a civil partnership = Single
- Married/formed a civil partnership before, but:

Husband/wife has died	widow/widower
Civil partner has died	surviving civil partner
The court has granted a decree of presumption of death and dissolved the marriage	previous marriage dissolved
The court has granted a decree of presumption of death and dissolved the civil partnership	previous civil partnership dissolved
Marriage has ended in divorce	previous marriage dissolved
The couple were previously married to each other and the marriage ended in divorce and there has been no intervening marriage.	Previously married atonMarriage dissolved on (inserting the particulars of the place and date of the previous marriage and the date of its dissolution)
The couple have not dissolved their marriage, but have obtained a legal opinion detailing reasons why there is doubt to the validity of the previous ceremony.	Previously went through a form of marriage at..... on (inserting the particulars of the place and date of the previous ceremony)
Civil partnership has ended in dissolution	previous civil partnership dissolved
Marriage is void or found void by a decree of nullity of the Court	use the condition which applied before the void marriage e.g. single/widow
Civil partnership is void and has been annulled by a final order of nullity by the court	use the condition which applied before the void civil partnership e.g. single
Marriage was voidable and has been annulled by the Court and the decree nisi of nullity was granted on or after 1 August 1971	previous marriage annulled
Marriage was voidable and the decree nisi was granted before 1 August 1971	use the description which applied before the voidable marriage e.g. widower/previous marriage dissolved
Civil partnership was voidable and has been annulled by a final order of nullity of the court	previous civil partnership annulled

- There may be occasions where the parties to a marriage have validly registered a civil partnership to each other, the civil partnership has been ended by order or dissolution or annulment and there has been no marriage or civil partnership with a third person. Referral to the previous civil partnership would disclose that one of the parties has changed gender. One of the following conditions should be used:
 - “previous civil partnership dissolved”
 - or
 - “previous civil partnership annulled” .

However, if both parties specifically request that the registration refers to their previous civil partnership, you should advise them that it will show that one of them has changed gender, and you should use one of the following descriptions:

- terminated by dissolution: use '*Previously formed a civil partnership at...on....Civil partnership dissolved on.....*'
- or
- terminated by nullity: use '*Previously formed a civil partnership at.....on.....Civil partnership annulled on.....*'

For further advice, please contact GRO.

Column 5 - Rank or profession

- 4.22 You need to record the occupations of both parties in as much detail as possible. You should not use “unemployed” but you can record unpaid occupations such as “Housewife” or “Home duties”.

Where a party does not wish their occupation to be recorded for security reasons i.e. for members of the police, prison service or armed forces, an alternative term may be used e.g. Government Official or Government Service.

- 4.23 Examples for describing occupations can be found in Appendix D (page 28).

Column 6 – Residence at the time of marriage

- 4.24 Enter the current full addresses of the couple. Please write a full address for both parties to the marriage even if they live at the same address. Please do not use ditto marks or “as above”.

Column 7 – Father’s name and surname

- 4.25 Enter the full names of both fathers; the name of the person’s natural father should be entered, regardless of whether the person’s parents were ever married to one another.
- 4.26 The term father may also include step-father, as long as he is or has been, married to the mother. You may enter the step-father’s name instead of the father’s name if either party requests you do so (qualified by “step-father”).
- 4.27 If either father has died, you should note this after his name e.g. John SMITH (deceased).
- 4.28 If either of the couple has been adopted, the adoptive father’s name can be recorded:
- If the adoptive father and son/daughter have the same surname, use that father’s name with no further explanation needed;
 - If the adoptive father’s name is different, an explanation may be added if wished e.g. George BARNES (adoptive father)
 - If a woman was the sole adopter, her name may be included with an explanation if wished e.g. Mary BARNES (adoptive parent).
- 4.29 If either of the couple does not wish to supply this information, you should put a line in the box.

Column 8 – Rank or profession of father

- 4.30 Enter a full description of the occupation of each father. If the father has retired, note this under the job description e.g. Car Salesman (retired). You should enter this even if the father has since died. Please do not use abbreviations.
- 4.31 If either of the couple does not wish to supply this information, you should put a line in the box.

The attestation

- 4.32 Immediately beneath the boxed section you need to enter the venue of marriage, the title of the denomination under whose rites the marriage has taken place and by certificate, e.g.

“Married in the Central Synagogue according to the Usages of the Jews by certificate”

- 4.33 In the case of a marriage being held in a private house or a building, other than a synagogue, the words “Married in the” should be changed to “Married at” and the address of the place of marriage should be entered.

Examination of entry by the parties to the marriage

- 4.34 The secretary of marriages should then ask the couple to examine the entry carefully. If they cannot read, it should be read to them.
- 4.35 The entry in both registers must be checked with the parties to ensure that they are both correct. If a discrepancy is found at this stage, it can be amended by a numbered correction. See Chapter 5 for further guidance.
- 4.36 When the couple are satisfied that the entry is correct, they must sign the attestation in their usual manner. Witnesses must also sign where appropriate on the entry.
- 4.37 Where a person makes a mark or signs in a foreign language, you should write either;
- “the mark of.....”
- or
- “the signature of.....”

next to the mark or signature and then input the forenames and surnames of that person.

- 4.38 The secretary for marriages must sign both books followed by the words “Secretary for Marriages”.
- 4.39 Any minister who may have officiated at the marriage may sign the entry as “Minister, before the secretary for marriages”. If the secretary for marriages is himself the minister he may describe himself as “Minister and Secretary for Marriages.”

The entry is only complete when the secretary for marriages has added their designation and signature.

- 4.40 The couple or the witnesses should not be asked to sign the marriage certificate or quarterly return.

Illegible signatures

- 4.41 If one or more of the signatures (including the officiating officer) is illegible, please ensure that you print the names that they relate to, in pencil, in the margin of the entry. This will help when you come to prepare the quarterly return and produce a certificate from the entry. It will also assist when details of the entry are keyed into the central database at GRO, as all signatures need to be legible to be entered.

Filled register books

- 4.42 Once you have completed all the entries in your set of registers, you should keep one in the safe and deposit the second with your local superintendent registrar.

Searching and issuing certificates

- 4.43 Every secretary for marriages who has marriage registers in their custody must allow searches to be made “at all reasonable hours” under the provisions of section 63 of the Marriage Act 1949. Searches must be carried out either by you, or in your presence.
- 4.44 The Act also provides for you to issue a certificate of any entry in those registers upon payment of a fee, as determined by the Registrar General. Certificates issued to the public must be issued on the certificate stock supplied by GRO and be complete copies of the original entries, including any corrections (marginal notes). Do not include numbered errors in a copy of a marriage entry as they were made before the entry was completed. A certificate is the only format in which you can release data held in marriage registers. If you are asked to release data in any other format, please contact the Data Unit at GRO for further advice.
- 4.45 If an error is made when issuing a certificate, the certificate must be spoilt and a fresh one written. This is done by annotating the counterfoil and disposing of the certificate in a secure manner. Further guidance on this practice can be obtained from your local register office.
- 4.46 You are only able to issue certificates from the registers that you have custody of.

Examples of entries

- 4.47 Examples of marriages registrations can be found in Appendix G.

5. Corrections

5.1 There are two types of corrections – those discovered before the entry is complete and those discovered afterwards (an entry is complete after you have signed it and added your official designation). For any error, there is a formal corrections procedure and you should not make a correction by overwriting or rubbing it out.

5.2 For any other errors or cancellation of entries, please telephone GRO for advice.

Before the entry is complete

Numbered corrections

5.3 All errors should be numbered consecutively throughout the register. When you make a correction, you should write the number of the error in figures beside it and repeat the number in words in the margin, with your initials. For example:

- if a word is incorrect, draw a line through it and write the correct word above it e.g.

Column 2

In the margin

Ann (1)

~~Anne~~ SMITH

one and your initials

- if a word has been omitted, either insert a caret (^) where the word should be and write the missed out word immediately above, or if there is enough space to write the word, insert it e.g.

Column 2

In the margin

John (2)

Peter ^ SMITH

Two and your initials

Peter John SMITH (3)

Three and your initials

- if any group of figures is wrong, you should strike through the whole group and replace with the correct figures above e.g.

Column 1

In the margin

1989 (4)

~~1988~~

Four and your initials

- if one of the parties or witnesses has made an error in his or her signature, ask them to sign again and number the correction accordingly.

5.4 A numbered correction can only be made before the entry has been completed.

Particulars transposed

- 5.5 If you have transposed the particulars into the wrong columns, you should write (in pencil) in the margin of the entry “The particulars in columns....and.....inadvertently transposed” and initial it.

Errors In duplicate registers

- 5.6 Errors and corrections should not be repeated for the sake of uniformity and therefore the numbering of errors may not match in both registers.
- 5.7 All errors as outlined above must be reproduced in quarterly certified , but not on any certificates issued.

After the entry is complete

- 5.8 If an error is discovered in the registers after the entry is complete, the couple may wish to have it corrected. To do this, the couple will need to complete an application form which is then sent to GRO. The correction will then be investigated by the Casework team.

An example of the form and guidance notes can be found in Appendix J and K (pages 37 - 40). The application form and guidance notes are available for the couple to download from the “correcting a record” pages on the www.GOV.UK website or can be obtained from either the local register office or GRO.

- 5.9 There are certain legal requirements for all corrections after an entry is complete:
- all corrections must be made in the margin without altering the original details.
 - corrections must be made in the presence of the parties married OR, in their absence, in the presence of the SR and two credible witnesses.
 - the two witnesses should have been present at the marriage, or they must have personal knowledge of the facts of the case.
 - the marginal note must be signed by the persons in whose presence it is made and by you, along with your designation and date of the correction.
 - corrections must be made in both duplicate registers (if the error occurs in both); if one register has already been deposited with the SR, they will, at your request, arrange for it to be released to you.
 - the quarterly certified copies should also be updated; if they have already been sent to the SR, you must complete an occasional copy form (which can be supplied by GRO) and send to GRO.

Examples of marriage corrections

- 5.10 Examples of marriage corrections can be found in Appendix H.

6. Quarterly Certified Copies

Preparation of quarterly copies

- 6.1 At the end of every quarter (March, June, September and December) you must send a certified copy of every entry made in the preceding quarter, in accordance with section 57 of the Marriage Act 1949.
- 6.2 Your copies must be completed on the forms called “Forms to be used by Secretaries (for Marriages) of Synagogues for making returns to the Registrar General” (Form 181) and started on the side which has the words ‘Commence on this side’ printed at the top of the page.
- 6.3 When preparing your quarterly copies, please use registration ink.
- 6.4 Prepare and keep copies in register order. If any entries have been inadvertently missed out, reproduce these in their proper numerical order.
- 6.5 Ensure the heading of each entry is filled in, not just the first entry on the page.
- 6.6 The copies must be exact copies including every correction, misspelling, marginal note and number. Copies of signatures must be legible. If a signature is in foreign characters, you should add “The signature of” (full name and surname) and copy the characters the best you can.
- 6.7 If no marriages have been registered during the quarter, you will need to complete and send a ‘Nil Return’ form.
- 6.8 You need to send your returns (including nil returns) and any certificates for marriages, which should be numbered with the number of the entry in the register books, to your local registrar of births and deaths. The SR will certify and forward the returns to the keying team at GRO.
- 6.9 The quarterly copy will be keyed by staff at GRO onto a computer to complete the national record of registrations and for the production of certificates. It is vital that your handwriting is clear and legible. Surnames should be written in block capitals. If an entry on the return contains any illegible signatures, please ensure that you print the name(s) in the margin.

Copies for each quarter to be kept separate

- 6.10 Only enter marriages from the same quarter onto one quarterly copy form. If an entry from a previous quarter has been missed in the last return, please use a separate quarterly return sheet.

Register from which copies are to be made

- 6.11 When an error has been made in one book only, any certified copy of the entry should be made from the book containing the correct entry. The marginal error numbers will not, therefore, always run consecutively in the certified copies.

Errors in quarterly copies

- 6.12 Any copying error found to have been made in the preparation of the quarterly copies should, if possible, be rectified by striking out the error made in the quarterly copy and inserting above it the correct particulars as shown in the original entry. (This procedure applies only to the correction of copying errors made during the preparation of quarterly copies – for guidance on correcting of errors in the register, see Chapter 5.)

Certification of quarterly copies

- 6.13 When you have completed the copies, check that they agree with the originals and then sign and add your designation to the form of certification at the bottom of the second page of each sheet. Copies will not be accepted without your signature.

Please see below an example where the blank spaces have been appropriately completed

“I, *Moses Hyam*, Secretary for Marriages of a Synagogue of persons professing the Jewish Religion at *South Hackney* in the *Metropolitan Borough of Hackney*, do hereby certify that the foregoing, comprising *two entries* numbered *15 and 16*, is a true copy of the entries so numbered in the marriage register books of the said synagogue. Witness my hand this *first day of October 2011*

MOSES HYAM

Secretary for Marriages”

- 6.14 You need to make sure that the date of certification is not earlier than the date of any note in the margin.

Offences and penalties

- 6.15 Section 76 of the Marriage Act 1949 sets out certain provisions to impose penalties on persons who refuse or neglect to register marriages, or to make and deliver the certified copies and certificates required of them, or who carelessly lose or allow damage to the registers or copies e.g. the tearing of a leaf from a register book.

7. Frequently Asked Questions

1. What do I do if I cannot get into my safe to get my registers?

A number of register offices hold emergency stock for Secretaries for Marriages. If you cannot get your registers, you will need to contact the SR at one of the following districts and once you have collected them, notify GRO, Registration Supplies Unit.

Birmingham	Essex (Colchester)	Nottingham
Brighton and Hove	Gwynedd (Bangor)	Oxfordshire (Oxford)
Bristol	Hull	Powys (Llandridnod)
Cambridgeshire (Cambridge)	Kent (Maidstone)	Plymouth
Camden	Lancashire (Lancaster)	Sheffield
Cardiff	Leeds	Shropshire (Shrewsbury)
Carlisle	Lincolnshire (Lincoln)	Somerset (Sedgemoor)
Carmarthenshire (Carmarthen)	Manchester	Southampton
Cornwall (St Austell)	Newcastle upon Tyne	Southend on Sea
Darlington	Northampton	Swansea
Devon (Exeter)	Norwich	

2. What do I do if I have lost the key to my safe?

See Q1 for advice as to how to access emergency registers. You will need to contact a local locksmith or the safe manufacturer for a replacement key.

3. What do I do if the venue where the marriage was to take place is unavailable?

If the venue, as detailed on the SR's certificate for marriage, is unavailable, the couple will be required to give fresh notice to marry elsewhere. This will mean that they will have to wait for a further 28 clear days before the marriage can take place.

If there are exceptional circumstances and compelling reasons, the Registrar General may consider reducing the waiting period. You should advise the couple to speak to the SR.

Please note that if the venue should become suddenly unavailable on the day of the marriage, the marriage will not be able to take place.

4. What should I do if I do not have the required superintendent registrars certificate?

Following civil preliminaries, the superintendent registrars certificates will be posted out to you (unless local arrangements are made for the collection of the certificates). If the certificates do not arrive you should contact the register office to see whether they have been issued; if the superintendent registrar confirms that they have been issued you may proceed with the marriage. The register office will forward the duplicate certificates to attach to submit with your quarterly return

5. What should I do with the photographic template issued by the superintendent registrar?

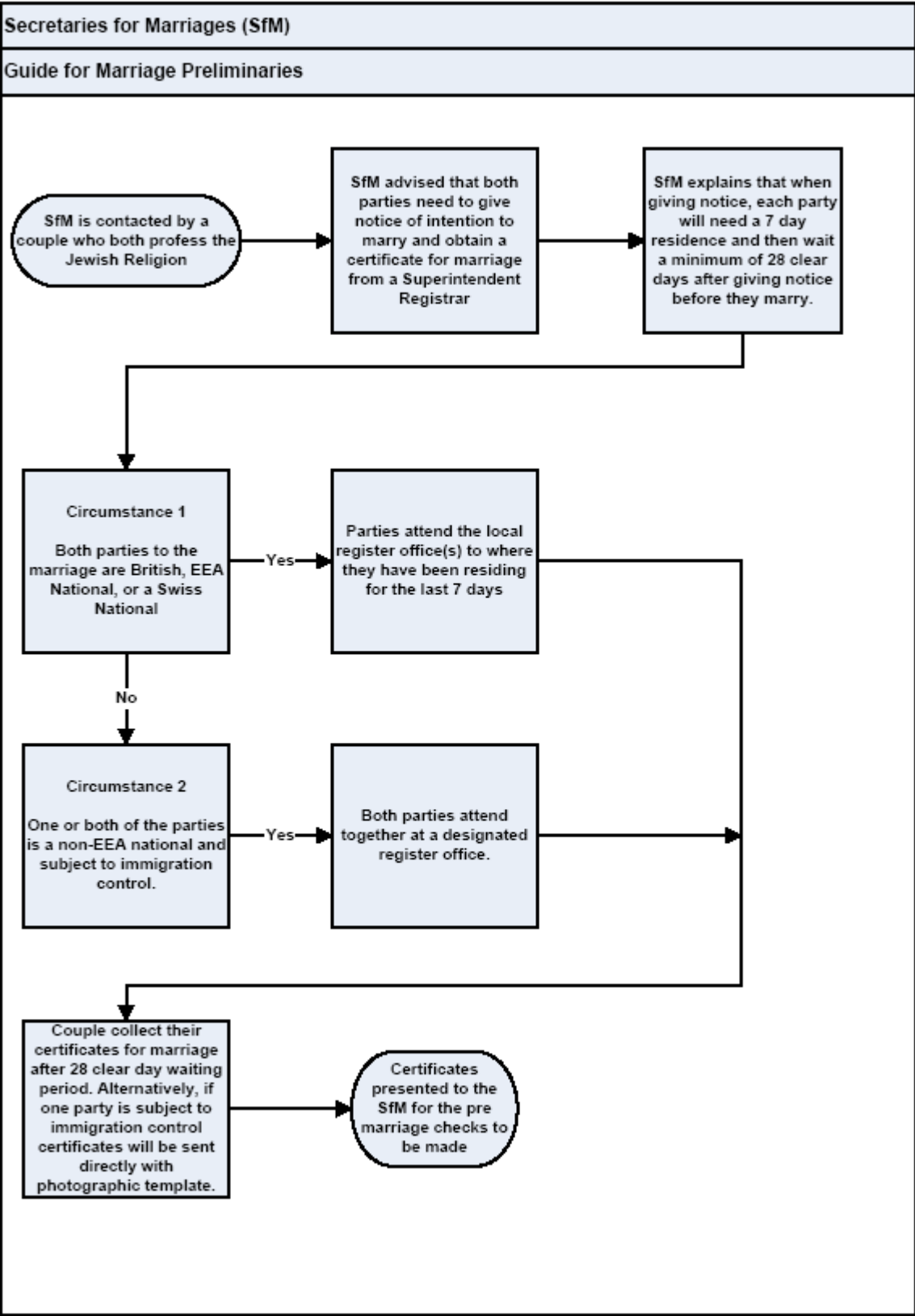
The photographs should be destroyed following the wedding using confidential disposal. If this is not possible you should return the photographs with your quarterly copies to the superintendent registrar.

Appendices

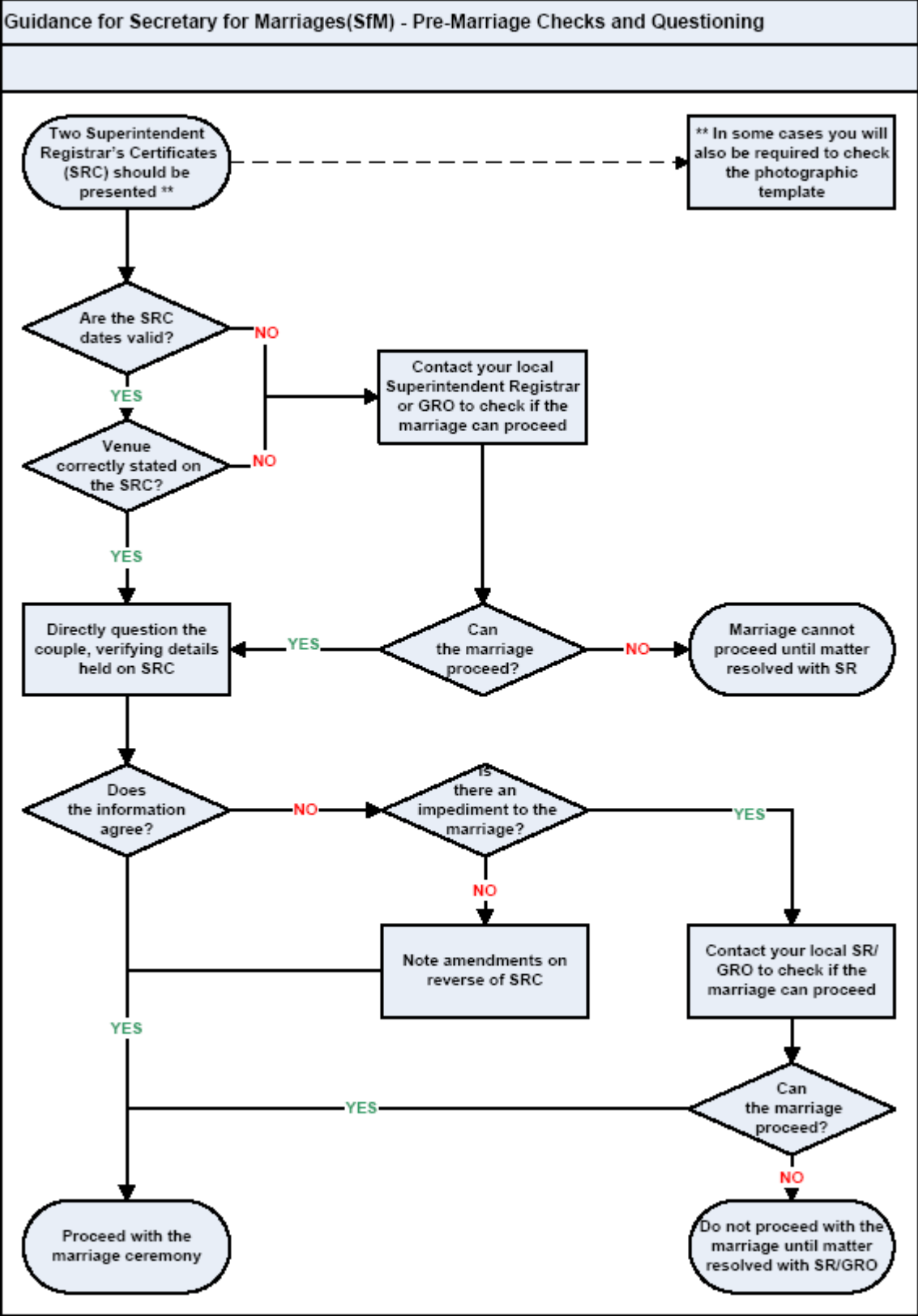
Appendix A - Useful Contact Details

GRO	General Register Office Smedley Hydro, Trafalgar Road Southport Merseyside PR8 2HH Tel: 0300 123 1837 Email: GROcasework@gro.gsi.gov.uk
GRO Data Unit	Tel: 0151 471 4833 Email: gro.fdu@gro.gsi.gov.uk
GRO, Registration Supplies Unit	Tel: 0151 471 4810 Email: registration.supplies@gro.gsi.gov.uk
Ecclesiastical Stationery Supplies	1 Rookwood Way, Haverhill, Suffolk, CB9 8PB Tel: 01440 703303
Forced Marriage Unit, Foreign & Commonwealth Office	0207 008 0151 www.gov.uk/forced-marriage

Appendix B – Flowchart – Guide to Marriage Preliminaries



Appendix C – Flowchart for Pre-marriage Checks



Appendix D - Description of Occupations

The following are examples of the description of occupations that, subject to the wishes of the parties, should be used when recording a rank or profession.

The kind of industry/business and any professional qualification should be added.

Agent	Letting Agent, Estate Agent, Booking Agent, Literary Agent
Civil Servant	Official rank to be stated, followed by the name of the Department in which employed e.g. Administrative Officer, Ministry of Defence
Clerk	Audit clerk, Shipping Clerk, Purchasing Clerk, Advertising clerk
Designer	Garden Designer, Costume Designer, Set Designer, Graphic Designer
Director	Film Director, Company Director, Marketing Director, Funeral Director
Driver	Fork Lift Truck Driver, Coach Driver, Driver – Hot Food Delivery, Taxi Driver
Engineer	Civil Engineer, Electrical Engineer, Computer Engineer.
Fitter	Tyre/Exhaust Fitter, Electrical Fitter, Carpet Fitter, Machine Tool Fitter
Labourer	Agricultural Labourer, Building Labourer, General Labourer
Manager	Retail Shop Manager, Sales Manager, Project Manager, Bank Manager
Officer	Finance Officer, Clerical Officer, Prison Officer, Welfare Officer
Technician	Technical Assistant A.M.I.Mech.E, Department of Trade and Industry.

Appendix E – Superintendent Registrar’s Certificate for Marriage

 †

CERTIFICATE FOR MARRIAGE *Pursuant to the Marriage Act 1949*

Marriage Act 1949, S.31(2)

*

Date and time of marriage

..... Superintendent Registrar of the district of

certifies that on the † notice was given by and duly entered in the Marriage Notice Book of the said district of the marriage intended to be solemnized between the parties hereinafter named and described.

Name and surname (1)	Age (2)	Condition (3)	Occupation (4)	Place of residence (5)	Period of residence (6)	Church or other building or residence in which the marriage is to be solemnized (7)	Nationality and district of residence (8)
	years						
	years						

The issue of this certificate has not been forbidden by any person authorised to forbid the issue thereof.

Date of issue.....

Note: This certificate will be void if the marriage is not solemnized within ** one month/three months/twelve months from the date of entry of notice given above (See †).

The marriage must be solemnized on or before

* *The Serial No. in the Marriage Notice Book must be entered in this space.*
 † *When the marriage has been solemnized the No. of the Entry in the Marriage Register Book must be entered in this space.*

First party's father's name:

Second party's father's name:

** *Delete whichever does not apply*

Appendix F- Certificate of No Impediment (Scotland)

**CERTIFICATE OF NO IMPEDIMENT
(SECTION 7 OF THE MARRIAGE (SCOTLAND) ACT 1977)**

Name.....

Address.....Postcode.....

The above applicant has supplied me the following information concerning his or her intended marriage.

	Bridegroom	Bride
1. Forename(s)		
2. Surname(s)		
3. Date of birth		
4. Nationality		
5. Country of birth		
6. Country of residence		
7. Place of usual residence		
8. Marital or civil partnership status		
9. Date of proposed marriage		
10. Place of proposed marriage		

I hereby certify that

- the applicant has met the legal requirements of the law of Scotland as set out in the Marriage (Scotland) Act 1977;
- the applicant is not known to me to be subject to any legal incapacity under the law of Scotland which would prevent the applicant from marrying;
- it appears to me that there is **NO IMPEDIMENT** to the proposed marriage as far as the applicant is concerned.

Signature.....

Registrar for the District of.....in Scotland

THIS CERTIFICATE IS VALID FOR THREE MONTHS FROM.....

Appendix G - Examples Of Marriage Registrations

Marriage in a Synagogue. Showing how to correctly record an Earl and a Dowager Marchioness in the entry

2010 Marriage solemnized at <i>West-End United Synagogue</i> in the District of <i>Westminster</i> in the <i>London borough of Westminster</i>																				
Columns:-																				
1	2	3	4	5	6	7	8													
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father												
29	<i>Eleventh January 2010</i>	<i>David John DEBENHAM</i>	<i>52 years</i>	<i>Single</i>	<i>Earl of Barford</i>	<i>Grateley Manor, Suffolk</i>	<i>Frank William DEBENHAM (deceased)</i>	<i>Earl of Barford</i>												
		<i>Judith LATIMER</i>	<i>48 years</i>	<i>Widow</i>	<i>Dowager Marchioness of Chalfont</i>	<i>14 Belmont Place, W8</i>	<i>Hugh Geoffrey Coleman</i>	<i>Baronet</i>												
Married in the <i>West-End Synagogue</i> according to the Usages of the Jews by <i>Certificate</i>																				
This marriage was solemnized between us, <table style="display: inline-table; vertical-align: middle; margin-left: 10px;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td style="padding: 0 5px;"><i>Barford</i></td> <td style="font-size: 3em; vertical-align: middle;">}</td> </tr> <tr> <td></td> <td style="padding: 0 5px;"><i>Judith Chalfont</i></td> <td></td> </tr> </table> in the presence of us, <table style="display: inline-table; vertical-align: middle; margin-left: 10px;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td style="padding: 0 5px;"><i>Coleman</i></td> <td style="font-size: 3em; vertical-align: middle;">}</td> </tr> <tr> <td></td> <td style="padding: 0 5px;"><i>Ester Susannah Debenham</i></td> <td></td> </tr> </table> <i>David Hyams</i> <i>Minister and Secretary for Marriages</i>									{	<i>Barford</i>	}		<i>Judith Chalfont</i>		{	<i>Coleman</i>	}		<i>Ester Susannah Debenham</i>	
{	<i>Barford</i>	}																		
	<i>Judith Chalfont</i>																			
{	<i>Coleman</i>	}																		
	<i>Ester Susannah Debenham</i>																			

Appendix G - Examples Of Marriage Registrations(cont..)

Marriage in a private house. The name and rank of the bridegroom's father are unknown

2010 Marriage solemnized at 95 John Street, Dewsbury in the District of Dewsbury in the Metropolitan District of Kirklees								
Columns:-								
1	2	3	4	5	6	7	8	
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
22	<i>Fourth January 2010</i>	<i>Marks STEINBERG</i>	<i>40 years</i>	<i>Single</i>	<i>Hairdresser</i>	<i>22 York Street Bradford</i>	----- -	----- -
		<i>Leah JACOBS</i>	<i>37 years</i>	<i>Previous marriage dissolved</i>	----- -	<i>95 John Street Dewsbury</i>	<i>Isaac COHEN</i>	<i>Ironmonger</i>
<p>Married in the at 95 John Street, Dewsbury according to the Usages of the Jews by Certificate</p> <p>This marriage was solemnized between us,</p> <p> { <i>Marks Steinberg</i> <i>X the mark of Leah Jacobs</i> } in the presence of us, { <i>S. Nathan</i> <i>H. Harris</i> } <i>Samuel Davids</i> <i>Secretary for Marriages</i> </p>								

Appendix H - Examples Of Marriage Corrections

Numbered correction – made before the Secretary for Marriage has signed the entry and added their official designation.

2010 Marriage solemnized at <i>The Severn Synagogue</i> , in the District of <i>Bristol</i> in the County of <i>Avon</i>																								
Columns:- 1		2	3	4	5	6	7	8																
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and Surname	Rank or profession of father																
4	<i>f</i> ¹ <i>Twelfth</i> ^ <i>February</i> <i>y 2010</i>	<i>Abraham</i> ² <i>Abram</i> <i>KAUFMAN</i> <i>Elizabeth</i> <i>REUBENS</i>	<i>36</i> <i>years</i> <i>23</i> <i>years</i>	<i>Widower</i> <i>Single</i>	<i>Master</i> <i>Builder</i> -----	<i>38 Corn</i> <i>Street, Bristol</i> <i>12 Radstock</i> <i>Road,</i> <i>Bedminster</i>	<i>Thaddeus</i> <i>KAUFMAN</i> <i>Solomon</i> <i>REUBENS</i>	<i>Electrical</i> <i>Engineering</i> <i>Company's</i> <i>Draughtsman</i> <i>Musician</i> <i>(Vocalist)</i>																
Married in the <i>Severn Synagogue</i> according to the Usages of the Jews by <i>Certificate</i>																								
This marriage was solemnized between us, <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td style="padding: 0 10px;"><i>Abraham Kaufman</i></td> <td style="font-size: 3em; vertical-align: middle;">}</td> <td style="padding: 0 10px;">in the presence of us,</td> <td style="font-size: 3em; vertical-align: middle;">{</td> <td style="padding: 0 10px;"><i>Michael Reubens</i></td> <td style="font-size: 3em; vertical-align: middle;">}</td> <td style="padding: 0 10px;"><i>Sarah Kurtz</i></td> </tr> <tr> <td></td> <td style="padding: 0 10px;"><i>Elizabeth Reubens</i></td> <td></td> <td></td> <td></td> <td style="padding: 0 10px;"><i>Sarah Kurtz</i></td> <td></td> <td></td> </tr> </table>									{	<i>Abraham Kaufman</i>	}	in the presence of us,	{	<i>Michael Reubens</i>	}	<i>Sarah Kurtz</i>		<i>Elizabeth Reubens</i>				<i>Sarah Kurtz</i>		
{	<i>Abraham Kaufman</i>	}	in the presence of us,	{	<i>Michael Reubens</i>	}	<i>Sarah Kurtz</i>																	
	<i>Elizabeth Reubens</i>				<i>Sarah Kurtz</i>																			

One W. S.
Two W.S.

Appendix H - Examples Of Marriage Corrections (cont..)

Correction after discrepancy between column 2 and the signature of the man, the bride's age and the omission of the bride's "Condition". The correction was made in the presence of the parties married, by the successor to the secretary who registered the marriage.

2005 Marriage solemnized at the East London Synagogue in the District of Tower Hamlets in the London Borough of Tower Hamlets								
Columns:-		2	3	4	5	6	7	8
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father's name and surname	Rank or profession of father
34	Twenty fifth January 2005	Abraham HART Rachel PHILLIPS	25 years 19 years	Single -----	Tailor (Master) Tailors Sewing Machinis	296 Gravel Lane Houndsditch 11 Wentworth Buildings, Tower Hamlets	Simon HART (deceased) Eleazer PHILLIPS	Jeweller (retired) Cabinet Maker
Married in the East London Synagogue according to the Usages of the Jews by Certificate								
<p>This marriage was solemnized between us,</p> <p>{ Abraham HART X the mark of Rachel Philips }</p> <p>in the presence of us,</p> <p>{ David Solomons Sarah Jacobson }</p> <p>Moses Hyam Secretary for Marriages</p>								

In entry no. 34 Col. 2 for "Abraham HART" read Abraham Mark HART", Col.3 for "19" read "22", Col.4 for "-----" read "Single". Corrected on 3rd May 2013 by me, Charles Williams, Secretary for Marriages In the presence of A.M Hart X The mark of Rachel Hart Brown } The parties married

Appendix H - Examples Of Marriage Corrections (cont..)

Correction to groom’s surname. The couple have now left the area and the correction is made in the presence of the superintendent registrar and two witnesses, one of whom was present at the wedding. The groom’s signature is not corrected as it was his usual signature at the time of the marriage

2006 Marriage solemnized at <i>Hanley Synagogue</i> , in the District of <i>Stoke on Trent</i> in the County of <i>Staffordshire</i>															
Columns:-		2	3	4	5	6	7	8							
No.	When married	Name and surname	Age	Condition	Rank or profession	Residence at the time of marriage	Father’s name and surname	Rank or profession of father							
18	<i>First July 2006</i>	<i>Hyman GOLDSMIDT</i>	<i>42 years</i>	<i>Widower</i>	<i>Estate Agent</i>	<i>38 Bridge Street, Stoke-on-Trent</i>	<i>Isaac GOLDSMIDT</i>	<i>Hairdresser</i>							
		<i>Esther HARRIS</i>	<i>36 years</i>	<i>Widow</i>	<i>----- -</i>	<i>115 Wedgewood Road, Burslem</i>	<i>Levi COHEN</i>	<i>Fruit Merchant (Fruit)</i>							
Married in the <i>Hanley Synagogue</i> according to the Usages of the Jews by Certificate															
This marriage was solemnized between us		<table border="0"> <tr> <td rowspan="2" style="font-size: 3em; vertical-align: middle;">{</td> <td><i>Hyman Goldsmidt</i></td> </tr> <tr> <td><i>Esther Harris</i></td> </tr> </table>		{	<i>Hyman Goldsmidt</i>	<i>Esther Harris</i>	in the presence of us,	<table border="0"> <tr> <td rowspan="2" style="font-size: 3em; vertical-align: middle;">{</td> <td><i>H. Smith</i></td> <td rowspan="2" style="vertical-align: middle;">Secretary for Marriages</td> </tr> <tr> <td><i>M. J. Smith</i></td> </tr> </table>		{	<i>H. Smith</i>	Secretary for Marriages	<i>M. J. Smith</i>		
{	<i>Hyman Goldsmidt</i>														
	<i>Esther Harris</i>														
{	<i>H. Smith</i>	Secretary for Marriages													
	<i>M. J. Smith</i>														

In entry number 18, Col 2, for “Hyman Goldsmidt” read “Hyman GOLDSMIDT formerly known as Hyman JACOBSON.” Corrected on 8th December 2008 by me, Samuel Isaacs, Secretary for Marriages. In the presence of Henry Jones, Superintendent Registrar and MJ Levy and Marcus Cohen, witnesses

Appendix I - List Of European Economic Area (EEA) Countries,

Austria
Belgium
Bulgaria
Croatia
Cyprus (but not the Turkish Republic of Northern Cyprus)
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Irish Republic
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Romania
Slovak Republic
Slovenia
Spain
Sweden
Switzerland (Switzerland is treated as an EEA country for these purposes)

Appendix J - Marriage Correction Application Form



HM Passport
Office

Application form to correct details on a Marriage Registration

Before completing this form please read the guidance overleaf and the Marriage Corrections guidance at www.gov.uk - Please note, only the parties to the marriage may apply for a correction to the registration.

1.0 Applicant Name 1

1.1 Applicant Name 2
(if applicable)

2.0 Marriage Details A certified copy of the marriage certificate is required. Tick box to indicate it is enclosed

3.0 Details of the error(s) Please clearly explain in the boxes below what is wrong and what the correct details are:

3.1 Error as it is shown on the certificate :	3.2 What the correct details are :
---	------------------------------------

3.3 Please include any further information you may think relevant

4.0 Evidence to validate the correction enclosed? YES NO Please see guidance overleaf

5.0 Who will witness the correction? Please read guidance overleaf, then tick relevant boxes and give witness details if necessary

Both parties attend Applicant 1 and Witness attend Applicant 2 and Witness attend Two Witnesses attend

Witness 1. Name and Address (if applicable)	Witness 2. Name and Address (if applicable)
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PTO

Appendix J - Marriage Correction Application Form- (cont..)

6.0 First party's details	Name
	Address
	Postcode
	Telephone number: Email address:
6.1 Second party's details	Name
	Address (if different from first party's address)
	Postcode
	Telephone number: Email address:
7.0 Declaration - to be completed by both parties to the marriage (if applicable)	
I confirm I am happy for the correction to be made	
<u>First Party's Signature</u>	<u>Second Party's Signature</u>
<input type="text"/>	<input type="text"/>
Date:	Date:
<input type="text"/>	<input type="text"/>

Guidance Notes

It is recommended that you check to see if the error is in the marriage register or on your certificate only. The marriage register will either be held at the place of your marriage or at the Register Office for that area.

1.0 & 1.1 Applicant's details.

We will only accept an application from the parties to the marriage. If both parties are no longer alive we are unable to correct the registration.

If there is only one applicant please provide the reason for this in 3.3 along with any contact details you may have for the other party (section 6) so they can be made aware of the correction to the marriage registration.

2.0 Marriage Details

A copy of the certificate is required so that we can identify the entry and check that the error is in the marriage register(s) and not purely a copying error.

3.1 & 3.2 Details of the error(s) and the correction(s)

Use these boxes to indicate what errors are contained in your marriage registration and what the correct details should be.

4.0 Evidence to validate a correction

Before the correction can be authorised you are required to provide evidence to prove that an error has been made.

Only certified copies of original documents should be sent with this application form.

For information on the type of evidence to provide and who is authorised to certify evidence please refer to the guidance leaflet "How to apply for a correction to a marriage registration". This can be obtained from:

- any register office
- the General Register Office
- www.gov.uk/correct-marriage-registration

5.0 Who will witness the correction

It is a requirement in legislation that marriage corrections must be witnessed by two credible people, usually the parties to the marriage.

If one or both parties to the marriage are unable to witness the correction they can each appoint a witness to act on their behalf. Without this information we would be unable to process the application.

Whoever undertakes the responsibility of witnessing the correction will be required to attend at either the place of marriage or the local register office where the marriage took place.

We aim to reply to your initial application within **10 working days**. However, if we ask you for more information or you need to send in more paperwork, you should expect each further reply to take up to **20 working days**. See guidance leaflet, Section 9.

For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies

The General Register Office: part of Her Majesty's Passport Office.

Appendix K - Marriage Correction Guidance Leaflet



HM Passport
Office

General Register Office

How to apply for a correction to a marriage registration

1. General Information

A correction can only be made when the information in the marriage register is wrong. The registration cannot be corrected to show new information if circumstances change after the marriage.

To establish if the error is in the original entry and not just on the certificate you will need to contact either:

- The register office who conducted your civil marriage, or
- The incumbent, authorised person or registering officer who registered your religious marriage.

2. How do I apply for a correction?

If the error is in the register and your marriage was according to the rites and ceremonies of the Church of England or Church of Wales, please contact the church where your marriage took place for further help. If not, you will need to complete an application form and send it to the General Register Office (GRO).

3. Where can I get an application form?

- by downloading it from www.gov.uk/correct-marriage-registration/how-to-apply
- your local register office may be able to supply you with one
- by calling GRO on **0300 123 1837**

4. Who can apply for a correction?

Either party to the marriage can apply, however both parties will need to know about the correction. If both parties are no longer alive we will not be able to correct the registration.

5. What does a correction look like?

The original information will always be shown as it was first given, but a note will be written against the registration. This will explain what the correct information should be and the date when the correction was made. All certificates issued afterwards will include the note in the margin.

6. Do I need to prove that the marriage certificate is wrong?

You will need to show that the information originally given at the time of your marriage was wrong. You will have to provide a copy of the marriage certificate **and** produce document(s) showing the correct information. These document(s) should be valid or dated around the date of the marriage.

It is not possible to list every example of what will be acceptable but it should be an official document which shows the correct information. Examples will include:

- passport
- identity card
- photocard driving licence
- letter from a government department
- bank/building society statement
- utility bill
- credit card statement
- letter from a hospital/doctor

If you cannot send us any proof, then normally a correction will not be possible. Further advice can be obtained by calling **0300 123 1837**

7. Do I need to send in original documents?

You should only send in documents which have been certified by a professional or reputable person as a true copy of the original. A list giving examples of suitable persons can be found at:

<https://www.gov.uk/countersigning-passport-applications>

Acceptable certifiers are listed in '**Occupations**'.

The person should not be related by birth or marriage to the applicant(s), be in a personal relationship with the applicant(s) or live at the same address. The person certifying documents should:

- include the words - "*Certified to be a true copy of the original seen by me*"
- sign
- print their name
- confirm their occupation
- add their address and telephone number

GRO reserves the right to ask you to submit the original document if needed.

GRO will confidentially destroy all certified copies submitted here **unless** we are asked to return them.

8. Do I have to be there when the registration is corrected?

A correction to a marriage entry has to be witnessed. This will be by either:

- both parties to the marriage, or
- two witnesses nominated by the parties to the marriage.

The witnesses do not need to have been at the marriage but do need to be aware of the information being corrected.

9. How long will it take for my entry to be corrected?

If there are no problems with your application, you can expect the paperwork authorising the correction to be sent out within **10 working days**. If GRO need more information or you need to send in more paperwork, each further reply may take up to **20 working days**.

However, you should be aware that in exceptional circumstances, it may not always be possible to meet these targets.

If a correction is authorised, you and the register holder will then need to agree a suitable time for the correction to be made.

10. Where can I find out more?

You can either contact the religious building or register office in the area where the marriage took place. They will be happy to explain what you need to do.

Alternatively, you can telephone GRO who will advise you on your individual circumstances and how to apply for a correction.

Our contact details are:

Address: GRO Casework Team, PO Box 476, Southport, PR8 2WJ

Phone: 0300 123 1837

E-mail: GROcasework@gro.gsi.gov.uk

Internet: Go to www.gov.uk/correct-marriage-registration to find forms for downloading.

The information contained in this leaflet is based on the **Marriage Act 1949** but is not a full statement of the law

For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies