

# APPLICATION FOR A MARRIAGE CERTIFICATE

PLEASE READ THE NOTES OVERLEAF before completing this form

FOR REGISTER OFFICE USE ONLY		
Register No.	Entry No.	Certificate No.
Date of issue		

£	£ / cc / chq / p.o	Post/Collect / 2 <sup>nd</sup> / 1 <sup>st</sup> / PP
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TO THE REGISTRATION OFFICER HAVING CUSTODY OF THE REGISTER

## 1 APPLICANT

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

Full postal address .....

..... Post Code: ..... Telephone no: .....

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

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

## 4 DETAILS OF MARRIAGE CERTIFICATE REQUIRED

PARTY 1			PARTY 2
SURNAME			SURNAME
FORENAME(S)			FORENAME(S)
ANY OTHER SURNAME USED			ANY OTHER SURNAME USED
DATE OF MARRIAGE			PLACE OF MARRIAGE
DAY	MONTH	YEAR	NAME OF BUILDING, CHURCH OR REGISTER OFFICE AND LOCALITY

## 5 REQUIREMENTS

MARRIAGE CERTIFICATE £ 10.00 I require ..... marriage certificate(s)  
NUMBER

SEE OVERLEAF

## 6 REMITTANCE ENCLOSED (POSTAL APPLICATIONS ONLY)

I enclose a cheque/postal order for £ .....

**7** Signature..... Date .....

## POSTAL APPLICATIONS

If you apply by post please complete this form and enclose a stamped addressed envelope and the appropriate fee in sterling. Information about the cost of certificates may be obtained from any register office. All remittances should be made payable to .....Dudley.MBC..... and crossed “/ & Co” **DO NOT SEND CASH.**

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

Send applications to:  
Dudley Register Office  
Priory Hall  
Priory Park  
Dudley  
DY1 4EU

For applications in 2014 please enquire to 01384 81 5373 – Option 4  
Alternatively certificates can be applied for online at [www.dudley.gov.uk](http://www.dudley.gov.uk) or by telephoning 0300 555 2345

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

Standard Service - issued within 2 working days 2<sup>nd</sup> class post  
Premium Service - issued within 2 working days, 1<sup>st</sup> class 'recorded signed for' post  
Priority 'same day service' – by collection or 1<sup>st</sup> class 'recorded signed for' post

Standard - £10                  Premium - £15.50                  Priority - £40

## SEARCHES OF MARRIAGE INDEXES

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

### GENERAL SEARCHES AT A SUPERINTENDENT REGISTRAR'S OFFICE

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

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

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