



## **NOTICE OF MARRIAGE**

If you are planning your civil marriage, you each need to go to your local register office to give notice (i.e. the borough in which you reside). If you both live in Waltham Forest you may attend together or separately, at the Register Office in Grove Road, Walthamstow. London, E17 9BY. If you plan to hold your marriage in a different area, you should also contact the local register office for that area before you give notice, to ensure that officials will be available on the day. You both must give notice in person - no one else can do it on your behalf. Before you give notice, you should make sure that you are able to satisfy the laws concerning residency and immigration control, as detailed below:

You both need to have lived in the area in which you wish to give notice for at least seven full days (full day is 24 hours) immediately before giving notice. This applies to everyone including those travelling from overseas for a marriage in England or Wales. If one person is resident in England or Wales, the other person may also give notice in Scotland. If you are subject to immigration controls, you will have to give notice of your intention to register at a designated office such as the Waltham Forest Register Office. You will be required to attend together to give notice. For more information, visit the UK Border Agency website at [www.ukba.homeoffice.gov.uk/visas-immigration/visiting/marriage-cp/](http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/marriage-cp/)

You must be over 18 years of age to marry without consent. If you are between 16 and 18 years old, you must have your parents/guardians' written consent to the marriage (a form is available for this purpose from the Register Office or you can download it).

Make an appointment to give notice of marriage. When you arrive at the Register Office on your scheduled day, please book in at reception at least 10 minutes before your appointment time. This is not the date of your marriage ceremony. You must know where your ceremony is taking place at the time of giving notice.

### **When you go to the Register Office to give your notice of intention to marry, you will need to produce:**

Evidence of your name, age, marital status, nationality and address (a current valid passport is the preferred document for your identity).

Two official original proof of address for each person such as utility bills dated within the last 3 months or a driving licence

If you are not subject to immigration control, you may also provide a birth certificate or national identity card.

If you have been married before you will need to produce documentation to confirm that you are now free to marry.

If you are divorced or the marriage was annulled in the UK you must have the *decree absolute*, bearing the court's original stamp. Photocopies are not acceptable.

If the divorce was granted in a foreign country and is not in the English language, a certified translation of the divorce document will also be required.

If you are widowed, you will need to produce the death certificate of your former spouse and the marriage certificate. (If these documents are not in English certified translations will be required.)

The 'authorities for marriage' are only valid for use in the stated venue, so it is vital that you are certain of the place in which you plan to be married at the time of giving your notice. If you need to change the venue after giving your notice you will be required to give fresh notices stating the new venue. If you wish to be married at Noor Ul Islam, please ensure this can be accommodated by phoning us. You will not have to give a specific date as a notice of marriage is valid for 12 months.

## Rules to Be Observed for the Ceremony at Noor UI Islam

The bride, bridegroom and all guests should observe and conduct themselves in a manner befitting a place of worship.

## On The Day of Your Marriage at Noor UI Islam please be punctual.

The bride and the bridegroom should arrive 15 minutes prior to the appointed time of marriage. It is your responsibility to provide at least two witnesses at your marriage.

Before the ceremony begins, all documentation and fees will be checked to make sure that all entries are correct. You can bring 15 guests only on the day of the ceremony. If you have more than 15 guests, please get in touch with the office to discuss our room/hall hiring facilities.

## Noor UI Islam Marriage Fees

Thursday:	£75
Friday:	£120
Saturday, Sunday & Bank Holiday:	£225

This is separate to any fees that the register office may charge you.

**The fees mentioned are subject to change.**

Please note that the preferred method of payment is cash.

**A strict cancellation/change to the confirmed date and time policy will be applicable to compensate for administration charges, others costs and lost of revenue. Failure to do so will result to the loss of your payment.**

## The Marriage Ceremony

The ceremony will be conducted at Noor UI Islam in the presence of the bride and groom and the witnesses.

The Bride and Bridegroom will be asked to declare that they do not know of any lawful reason why they should not be married to each other.

They will be asked to repeat the following:

"I DO SOLEMNLY DECLARE THAT I KNOW NOT OF ANY LAWFUL IMPEDIMENT WHY I (YOUR NAME) MAY NOT BE JOINED IN MATROMONY TO (WIFE'S/HUSBAND'S NAME)."

They will thereafter be asked to repeat the following:

"I CALL UPON THESE PERSONS HERE PRESENT TO WITNESS THAT I (YOUR NAME) DO TAKE (WIFE'S/HUSBAND'S NAME) TO BE MY LAWFUL WEDDED WIFE/HUSBAND."

This will complete the marriage ceremony.

After a marriage ceremony, the officials at Noor UI Islam will hand over to you the marriage document fully signed. The signed document will need to be presented to the Council Register Office where it's added to the marriage register. To be certain please contact your local Register Office to find out how to get your marriage certificate and how long it will take.

To Book a Civil Marriage, Noor UI Islam will require Photo ID, in the form of a current Passport, National ID Cards or Full driving licence.

**Proposed Date & Time of Marriage**

/ / @ : AM/PM

Name & Address of Bridegroom

Name & Address of Bride

Date & Place of Birth	Date and Place of Birth
Nationality	Nationality
Occupation	Occupation
Contact No.	Contact No.
ID [Passport / National ID Card / Driving Licence]	ID [Passport / National ID Card / Driving Licence]
Signature	Signature
<b>Bridegroom Father's Name &amp; Address</b>	<b>Bride Father's Name &amp; Address</b>
Nationality	Nationality
Occupation	Occupation
Signature	Signature
<b>Witness 1 Name &amp; Address</b>	<b>Witness 2 Name &amp; Address</b>
Signature	Signature

--	--