



Civil Status and
Registration Office

HM Government of Gibraltar

Conversions of Civil Partnerships into Marriages in Gibraltar

Guidance Notes & Registrar Booking Form

INTRODUCTION

This guide summarises the requirements for Conversions of Civil Partnerships into Marriages in Gibraltar.

In Gibraltar, the conversion of a Civil Partnership into a Marriage is provided for under the Civil Marriage Amendment Act 2016. Under its provisions, a couple may convert their Civil Partnerships into a Marriage by means of a declaration made before the Registrar. This is available for residents and non-residents alike who produce evidence of their Civil Partnership. It also enables a conversion to be conducted at approved locations outside the Registry Office and outside working hours and at weekends.

GENERAL CONDITIONS

In order to convert your Civil Partnership into a Marriage, you must be able to satisfy the Registrar that you are free to do so and provide us with the **original Civil Partnership Certificate**.

Non-residents wishing to get a conversion in Gibraltar must provide the Registrar with documentary evidence that they will be staying in Gibraltar, for at least one night, immediately prior to or, immediately after the ceremony.

The Registrar will accept any of the evidence listed below:

- A Gibraltar hotel bill covering the night before or the night after the ceremony;
- A Gibraltar hotel booking form confirming that the night of the ceremony is paid for;
- A statement by a resident of Gibraltar confirming that the parties spent the night before the ceremony, or will spend the night of the ceremony, as their guest at the relevant address (which must be specified); or
- Another form of proof that the parties were or will be in Gibraltar on the night before or the night of the ceremony, to the satisfaction of the Registrar.

DOCUMENTS REQUIRED

Foreign language documents that are not multi-language certificates must be accompanied by an officially certified translation into the English language. The translation must be dated and include:-

- a) Confirmation that it is an accurate translation of the original document;
- b) The full name and original signature of the translator or an authorised official of the translation company and
- c) The translator or translation company's contact details.

In addition, persons wishing to get convert their Civil Partnership into a Marriage will have to prove their identity by providing the Registrar with originals of the following:

- **Passport, national identity card or other acceptable form of identity;**
- **Full birth certificate or Adoption Certificate if adopted.**

CHANGE OF NAME

If you have changed your name in any way, you should produce evidence of your change of name.

RESIDENCE DOCUMENTATION

All persons must provide the Registrar with evidence that they are legally resident in their respective country. In the case of persons who reside in the United Kingdom, a UK Residence Permit – if they reside in any other EU country a valid permit of residence.

OTHER DOCUMENTATION

In addition to the above, the Registrar may, at his sole discretion, ask for any other documents considered necessary.

MAKING AN APPOINTMENT

To initiate the process you will, in the first instance, need to complete and submit the attached booking request form (Appendix 'A') in order to make a booking for the Registrar.

You may do this by attending our offices in person or by submitting the request by email or post.

Please note that you must include all the required documentation as specified above.

All documents should be scanned as PDF documents and sent in **ONE** email clearly stating names, date, time and venue of the ceremony in the "Subject." This should be accompanied by the payment details. Once the documents are checked and found correct payment will be processed in order to secure the booking. We will send you a confirmation of payment by email. The original documents **MUST** be submitted when you attend the Registry Office to sign and complete the paperwork.

You can make a booking with us up to a year in advance – the further ahead that you contact us to make your booking, the greater the choice of dates and times. You will have a lot less choice if you contact us at the last minute. However, we cannot take bookings more than a year ahead.

Bookings will not be secure and considered firm until all the necessary verifications have been undertaken, and payment has been received. It is therefore in your interest to secure a date as soon as possible in order to avoid disappointment. Once payment is received the booking will be firm and secured, and a confirmation will be sent to you by the Marriage Section.

You must be aware that all the necessary arrangements for ceremonies held during the first week of the year must be completed before the Christmas break, as the Civil Status & Registration Offices will be closed during Christmas and New Year. *(Please speak to staff in order to confirm the exact dates when our offices will be closed).*

CEREMONY VENUES

Registry Office

Conversion ceremonies at the Registry Office will only be conducted on weekdays between 10:00am and 02:00pm.

No ceremonies will take place at the Registry Office at weekends or public holidays.

No ceremonies will be held during pre-Christmas week. Ceremonies will resume on the first working day of the New Year.

It is important to note that the Registry Office has a capacity for not more than 20 persons. Therefore, should your party exceed this maximum, some guests may be asked to leave the premises in order to comply with Health & Safety Regulations.

Outside Location

Whilst you are permitted to have your ceremony on an outside location, you may do so only at one of the venues approved by the Registrar.

The approved venues are listed below:

- The Caleta Hotel
Catalan Bay
Tel: 00 (350) 200 76501
Fax: 00 (350) 200 42143
Email: conf.banq@caletahotel.gi
- The Rock Hotel
3 Europa Road
Tel: 00 (350) 200 73000
Fax: 00 (350) 200 73513
Email: conference@rockhotel.gi
- The Alameda Botanical Gardens, Red Sands Road*
PO Box 843
Tel: 00 (350) 200 41235
Email: events@gibraltargardens.gi
- Latino's Restaurant
Unit 9 & 21B Casemates Square
Tel: 00 (350) 200 47755
Email: mikepit@gibtelecom.net
Website: www.latinosrestaurants.com
- Mons Calpe Suite – Top of the Rock
Cloister Building, 6/8 Market Lane
PO Box 554
Tel: 00 (350) 200 12745
Email: events@monscalpesuite.com
Website: www.monscalpesuite.com
- Sunborn Yacht Hotel
Ocean Village
Tel: 00 (350) 200 16100 or 00 (350) 58007751
Email: kerrienne.massetti@sunbornqibraltar.com
- The Landings Restaurant
Unit 15, Ragged Staff Wharf
Queensway Quay Marina
Tel: 00 (350) 200 66100
Email: info@thelandings.gi
Website: www.thelandings.gi
- La Sala

Ocean Village
Tel: 00 (350) 200 16870
Email: weddings@lasalagibraltar.com

- Waterfront Restaurant
Queensway Quay
Tel: 00 (350) 200 45666
Email: waterfrontrestaurant@gmail.com
- St Michaels' Cave**
Upper Rock Nature Reserve
Tel: 00 (350) 200 71643
Email: dylansheriff@gibraltar.gov.gi
- Garrison Library
Governor's Parade
Tel: 00 (350) 200 77418
Email: j.ballantine@gibraltargarrisonlibrary.gi
- Rendezvous Chargrill Restaurant
Queensway Quay
Tel: 00 (350) 200 66420
Email: info@rendezvousgib.com
- Bistro Point
University of Gibraltar
Tel: 00 (350) 20076588
Email: bistropoint@huntergroup.gi
- The Lounge Restaurant
17 a & b Queensway Quay Marina
Ragged Staff Wharf
Tel : 00 (350) 20061118
Email: michelle@thelounge.gi

** Please note that ceremonies at the Alameda Botanical Gardens will only take place from April to October.*

*** Please note that ceremonies held at St Michaels Cave will only take place in the evenings, i.e. 1900hrs from April to October and 1800hrs from November to March.*

You may also have your ceremony on board a passenger ship registered in Gibraltar of over 100 gross tonnes and carrying more than twelve passengers

Ceremonies held on an outside location may be conducted on weekdays and weekends between 10:00am and 07:00pm.

No ceremonies will take place during public holidays or during pre-Christmas week. Ceremonies will resume on the first working day of the New Year. Please be aware that public holidays in Gibraltar may differ from those in your country of residence.

Ceremonies held outside the Registry Office must comply with all the conditions imposed by the Registrar. For example, receptions held at the same venue must be celebrated in a separate area from where the ceremony takes place. If you wish to have the ceremony on an outside location, it is

your sole responsibility to contact the organisers directly, to make the necessary arrangements and to pay for any fees for the use of the venue.

FEES

The following fees and charges are applicable, are non-refundable and non-transferable:

Ceremony & Registration at Registry Office	£ 40.00
Ceremony & Registration at an outside location – <i>On Weekdays</i>	£ 140.00
Ceremony & Registration at an outside location – <i>After working hours on Weekdays and at Weekends</i>	£ 240.00
Marriage Certificate	£ 3.50 each

Fees must be paid in full not less than ten working days prior to the ceremony. Payments may be effected in cash, cheque and via debit/credit card in pounds sterling.

This office will be requesting the following information if payment is to be effected by debit/credit card (Appendix 'B'):

Card number
Date of Issue
Date of Expiry
Security Code, i.e. the three numbers printed on the signature strip
Address and Postcode

ATTENDANCE IN PERSON

Once your booking has been confirmed by this office, the next stage will be for the parties to attend our offices not later than 10:30am on any working day prior to the date of the ceremony in order to present the original documents and complete the necessary paperwork. This may be done at any time up to a maximum of 3 months in advance of the date of the ceremony, or as late as the working day before the date of the ceremony.

It is important to note that applicants must be aware of public holidays in Gibraltar, as our offices may be closed on the day before the date of the ceremony.

In the case where original documents cannot be provided, certified copies of certificates bearing an original seal of the court or registry that issues the certificate or certified true copies of the original by Notary Public or other person entitled in law to certify the authenticity of the document are acceptable.

If you have any doubts at all about which documents to present, whether the documents that you have will be acceptable, or any other queries about the legal formalities, we would strongly advise that you contact us to discuss this before you attend our offices. If you cannot meet the requirements we may not be able to proceed with your booking and your ceremony may be delayed.

CERTIFICATES

Certificates are ready for collection seven working days after the ceremony and may be collected in person from our offices. Marriage certificates are available at a cost of £3.50 per certificate. If you so wish, in order to assist you in other formalities, the Civil Status & Registration Office may issue you with a letter confirming that you have married and are awaiting the issuing of your marriage certificate.

If you wish to have your certificate(s) forwarded to you via courier, at your expense, you may arrange for these to be collected from our offices. Please advise us who and when will be collecting the certificates.

If you wish for certificates to be posted to you to an address outside Gibraltar, there is an additional fee of £5.00 for this service. Please note that certificates are posted at your own risk, and the Civil Status and Registration Office will not be liable or held responsible for certificates lost in transit.

It is also possible to certify marriage certificates for legal purposes (apostille) Marriage Certificates, under the Hague Convention of 5 October 1961 on legislation of documents. If you wish to apostille your Marriage Certificate, you should arrange for this at the time you order your certificate. There is no requirement to apostille the certificate if it is to be used in Gibraltar, the United Kingdom or the United States of America. The fee for this service is £15.00 per certificate.

THE CEREMONY

The parties will need to make the necessary arrangements for themselves and their guests to be at the venue before the ceremony is to take place.

The Registrar will conduct the ceremony in English. Should you require an interpreter you must point out this during the booking application. It is your responsibility to provide a suitable independent interpreter who is acceptable to the Registrar.

The Registrar will not conduct the ceremony if he/she is not satisfied that the couple do not fully understand the wording of the ceremony.

If the ceremony is to take place at an approved venue, it is your responsibility to arrange, provide and pay for transport to convey the Registrar to and from the ceremony venue. If transport is required, this office will inform you of the need and arrangements are to be made when you come in to complete your paperwork. This office will require written confirmation that the transport for the Registrar has been arranged.

Partners should be at the venue at least 15 minutes before the start of the ceremony. **Delays in excess of 10 minutes may result in postponement of the ceremony until the Registrar is next available.**

The ceremony includes the exchange of the legal declarations (to be spoken after the registrar), the exchange of rings and the signing of the register book. Each couple are allocated 30 minutes for the preliminaries and the ceremony.

During the ceremony, and if you so wish, you may include readings and/or poems. Please note that all readings/poems must be submitted for approval to the Registrar to ensure that your choices are suitable for a civil ceremony. Providing that there are no religious connotations, choices are usually approved.

Before the ceremony commences, you will be asked for identification (i.e. your passport, national identity card or any other identification document).

The Registrar will not conduct and postpone the ceremony if he/she has any cause for concern.

WITNESSES

Witnesses will not be required for the Conversion ceremony.

IMMIGRATION REQUIREMENTS

IMPORTANT

If you do not reside in Gibraltar and you are not an EEA national you may require a visa to enter Gibraltar.

If you do require a visa, you will need to apply for one at the UK Visa Application Centre in your country of residence.

You must bear in mind that unless you have guaranteed returnability to either your country of normal residence or your country of origin, the issue of a Gibraltar visa may not be authorised. If you have any queries, regarding visas for Gibraltar please contact:

*Borders & Coastguard Agency,
Winston Churchill Avenue,
Gibraltar.
GX11 1AA*

*Tel: 00 (350) 200 65465
Email: info@bca.gov.gi*

You should be aware that Gibraltar is not part of Schengen; therefore, if you intend to travel to Gibraltar through Spain and return the same way, you should ensure that if you require a Schengen visa, this is valid for more than one entry.

CANCELLATION & AMENDMENTS

All fees are **non-refundable** and **non-transferable**. Therefore, no monies will be returned in the event that you need to cancel a ceremony, change the name of the applicants or change the date of a ceremony that has already been confirmed.

ENQUIRIES & FURTHER INFORMATION

In Person

The Registry of Marriages, Civil Status & Registration Office is located at Joshua Hassan House, Secretary's Lane, Gibraltar and our counters are open from 08:30am to 03:00pm Monday to Friday.

Via Telephone

Our telephone number is 00 (350) 200 72289 and our lines are open from 08:00pm to 3:30pm Monday to Thursdays and from 08:00am to 03:00pm on Fridays.

Please note that Gibraltar time is GMT+1

Via Email

Our email address is marriages.csro@gibraltar.gov.gi

IMPORTANT

Finally, please note that the information above is intended as a general guide to the basic legal requirements. It is not exhaustive, and does not cover every situation. When you book your ceremony, a member of staff will discuss your own circumstances, the requirements that will apply to you, and the documents that you will need to provide.

I, have read these Guidance Notes and understand and agree that my request is subject to the contents contained herein.

Signed: _____

Date: _____

DOCUMENT CHECK LIST

PASSPORT(S) / ID CARD

**BIRTH CERTIFICATE(S) /
or ADOPTION CERTIFICATE (S)**

CIVIL PARTNERSHIP(S) CERTIFICATE

CHANGE(S) OF NAME

TRANSLATIONS OF DOCUMENTS *(IF APPLICABLE)*