



Department of Immigration & Home Affairs

Registry of Marriages & Civil Partnerships

Conversion of a Civil Partnership into a Marriage

**Guidance Notes, Booking Form
&
Conversion Application Form**

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1. INTRODUCTION

This guide summarises the requirements for a conversion of a Civil Partnership into a Marriage in Gibraltar.

CONVERSION OF A CIVIL PARTNERSHIP INTO MARRIAGE

In Gibraltar, the conversion of a Civil Partnership is provided for under the Conversion of a Civil Partnership Rules 2018.

It enables a conversion ceremony to be conducted at approved locations outside the Registry and outside working hours and at weekends.

2. GENERAL CONDITIONS

In order to convert your civil partnership into a marriage, you must be able to satisfy the Registrar that:

- (a) The civil partnership previously registered has not been dissolved or annulled in Gibraltar or any other jurisdiction;
- (b) You wish to change this civil partnership into a marriage;
- (c) You understand the nature of marriage and are capable of consenting to change your civil partnership into marriage; and
- (d) You believe that all the information and evidence given for the purpose of the conversion declaration is true.

Non-residents wishing to get married or enter into a civil partnership in Gibraltar must provide the Registrar, no later than the day prior to the ceremony, with documentary evidence that they will be staying in Gibraltar, for at least one night. The stay must be immediately prior to or, immediately after the ceremony and the Registrar will accept any of the evidence listed below:

- A Gibraltar hotel bill or Gibraltar apartment booking;
- A **statement*** by a resident of Gibraltar confirming that the parties will be staying at the relevant address in Gibraltar; or
- Another form of **proof*** that the parties were or will be in Gibraltar for a minimum one night stay, to the satisfaction of the Registrar.

** Statement/Proof must contain the following information:*

- *Name of Host & Address*
- *Tel No & Email*
- *Name of Guests*
- *Address of Stay*
- *Length of Stay*
- *Total paid for the stay*

Please be aware that no ceremonies will take place during Easter and pre-Christmas week. Ceremonies will resume shortly after the New Year. All the necessary arrangements for ceremonies held during the first week of the year must be completed before the Christmas break. You are therefore advised to speak to staff to confirm the exact dates when our offices will be closed during local festivities.

No ceremonies will be conducted on Public Holidays either. Public Holidays in Gibraltar may differ from those in your country of residence, therefore, it is advisable that you acquaint yourself with these by visiting <https://www.gibraltar.gov.gi/press-releases/bank-and-public-holidays> All necessary arrangements for ceremonies directly after a Public Holiday must be completed the last working day prior to the office closure.

3. DOCUMENTS REQUIRED

In order to convert your civil partnership into a marriage, you must provide your Civil Partnership Certificate and your Passports.

Foreign language documents that are not multi-language certificates must be accompanied by an officially certified translation into the English language and must contain the following:

- 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, in order to convert your civil partnership into a marriage you will have to prove your identity by providing the Registrar with **ORIGINALS*** of the following:

CHANGE OF NAME

If you have changed your name in any way, you must produce official 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/ sharecode with a minimum validity of 6 months will need to be provided.

OTHER DOCUMENTATION

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

**ORIGINALS means the original physical certificate(s) issued at the time of the registration. There may be instances where the original certificate(s) cannot be provided. Therefore, you are required to request verified copies of the original certificate(s) from the registry/court that issued the original certificate(s). These certified true copies of the original certificate(s) must bear the seal of the registry/court that issued the original certificate(s).. Laminated documents are not accepted.*

Please do not submit unverified photocopies or scanned copies of documents, as these will be declined.

4. MAKING A BOOKING FOR A CONVERSION

Ceremonies can be booked online. Using the following link [Marriages & Civil Partnerships](#) or by visiting our website www.gibraltar.gov.gi Department of Immigration and Home Affairs.

5. CEREMONY VENUES

1. CEREMONIES AT THE REGISTRY OFFICE

Conversion ceremonies are currently being conducted at the Mario Finlayson Gallery at the City Hall, on weekdays between 10:00hrs and 14:30hrs Monday to Thursday and 10.00hrs and 14.00hrs Fridays.

This emblematic and iconic building is located in John Mackintosh Square, in the heart of town. The City Hall was originally built in the early nineteenth century as a private residence by Aaron Cardozo, a prosperous and well-known merchant. The building saw life as a Hotel before passing on to the Larios family and then later becoming a public building during the first half of the twentieth century.

The Mario Finlayson Gallery is located on the ground floor of this historic building and was inaugurated in June 2015 to exhibit and celebrate the work of Gibraltar's heritage artists. The Gallery is named after Mario Finlayson, a Gibraltarian artist who inspired many generations of artists with his work. The Gallery showcases the works of six deceased Gibraltarian artists who are considered the most renowned and prolific: Gustavo Bacarisas, Jacobo Azagury, Leni Mifsud, Rudesindo Mannia, Elio Cruz and of course Mario Finlayson.

This venue is intimate and ideal for those with a small group of guests. It is important to note that the Mario Finlayson Gallery has a maximum capacity of 30 persons. This number includes the Registrar and the couple. Therefore, should your party exceed this maximum, you may wish to consider having your ceremony performed in one of our approved outside venues (see Appendix 'C') which provide for larger parties. No food, drink (including alcohol) or animals (with the exception of assistance dogs) are permitted at the Mario Finlayson Gallery. You are not allowed to throw rice, petals, confetti or the like inside this venue.

2. CEREMONIES AT THE CITY HALL - MAYORS PARLOUR

The Mayors Parlour is located within the City Hall, a building built in 1819 by a very prosperous merchant.

The Mayors Parlour is richly decorated in the Empire Style and includes many Neo classical features. The ceiling appears as being supported by a series of pilasters, the tops of which are decorated in a composite style of Ionic and Corinthian orders of architecture, depicting events in the history of Ancient Rome. The decorative work also features cherubs and floral motifs of indigenous plants of Gibraltar. The venue is the perfect setting for a memorable ceremony. The room has views over John Mackintosh Square with the Gibraltar Parliament building directly opposite.

Conversion ceremonies at the venue are conducted on weekdays (Monday to Friday) between 11:00hrs and 13:00hrs. (Please check Fees table in page 7).

It is important to note that the Mayor's Parlour has a maximum capacity of 80 persons.

No food, drink (including alcohol) or animals (with the exception of assistance dogs) are permitted within the City Hall/ Mayors Parlour. You are also not allowed to throw rice, confetti or the like inside the building.

Any gifts, flowers or general goods delivered to, or left at, the City Hall in conjunction with your ceremony are not the responsibility of the staff of the City Hall.

All mobile phones must be placed on silent mode when entering the ceremony room and an adult must supervise children at all times.

The entire City Hall including the Mayors Parlour is a designated **NO SMOKING** building.

There are no parking facilities for the couple or their guests at the City Hall. The nearest payable on-street parking is available at two locations, Queensway and the International Commercial Centre (ICC). Further information on parking is available at <http://www.visitgibraltar.gi/driving-and-park>

Wheel chair access is available.

Photographs during your ceremony may be taken.

3. CEREMONIES AT AN OUTSIDE LOCATION

Ceremonies held at an outside location may be conducted on weekdays from 16:00hrs to 19:00hrs. On Saturdays, these are conducted between 10:00hrs and 19:00hrs. These may only take place at one of the venues approved by the Registrar. The approved venues are listed at Appendix 'C'.

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 at 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.

It is important to note that if you choose to have your ceremony in an open-air setting you must be aware that in the event of inclement weather on the day (*rainy or extremely windy*); the Registrar may be unable to officiate your ceremony. Therefore, should you decide to go for an open-air wedding you must provide this office with an alternate approved venue were the Registrar may officiate the ceremony. Failure to provide an alternate approved venue will result in the ceremony not taking place.

The Department of Immigration & Home Affairs will not be held liable if the back-up venue does not have enough space for all the guests to witness the ceremony. This is a matter for yourselves and the venue to discuss and agree beforehand.

You may also have your ceremony on board a passenger ship registered in Gibraltar of over 100 gross tonnes and carrying more than 12 passengers.

In Section 7, you must state your age and include your Date of Birth.

In Section 8, you must state how long you have or have not been residing in Gibraltar.

The submission of documents to our office may be done at any time up to a maximum of 3 months in advance of the date of the ceremony, or on the working day before the date of the ceremony. We suggest you come in no later than Midday.

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 scheduled ceremony.

If you have any doubts 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 directly to discuss this before you attend our offices. If you cannot meet the requirements, we may not be able to proceed with your booking, your ceremony may not take place, and you will lose your payment.

Please do not withhold any important information in relation to the documentation you are going to present to us that could hinder the process, as a refusal to marry may not only be inconvenient and distressing for you, but an unpleasant situation for us.

In the event that the Registrar is unable to perform the ceremony on the day, fees **will not** be refunded or transferred to another date or booking.

7. CERTIFICATES

It is very important that the documents submitted to this office show the correct information, as this information will be used, along with information gathered on the day of your ceremony, to complete the entry on the register and your Marriage certificate(s).

Following your Marriage an entry will be made in the Register, it is therefore very important that you check the entry for any errors or mistakes as these are easier to correct on the day. Certificates will then be issued based on the information recorded on the day.

Certificates will normally be ready for collection between ten and fifteen working days after the ceremony. Marriage Certificates (please check Fees table in page 7). It is advisable that couples order a minimum of two certificates.

If you so wish, in order to assist you in other formalities, the Department of Immigration & Home Affairs can issue a letter confirming that you have married and are awaiting the issuance of your Marriage Certificate. Please request this letter in advance so that it may be ready immediately after your ceremony (please check Fees table in page 7).

If you wish to have your certificate(s) forwarded to you via courier, at your expense, you must make arrangements directly with a courier service of your choice. You may arrange for these to be collected from our offices. Please advise us who and when will be collecting the certificates. The Department of Immigration & Home Affairs will not be liable for any certificates that are damaged or lost by the couriers.

If you wish for certificates to be posted to an address outside Gibraltar, there is an additional fee for this service (please check Fees table in page 7). You will be asked to clearly state the address of your choice on an envelope provided to you by this office and the certificates will be sent via the 'International Tracked & Signed' route. These are posted at your own risk and the **Department of Immigration & Home Affairs will not be liable or held responsible for certificates that are damaged or may be lost in transit.**

Your marriage in Gibraltar is legal worldwide. However, every country has their laws, regulations and procedures and often for a country to accept your marriage certificate and use it in their offices administratively, it requires Apostille legalisation.

It is therefore possible to certify marriage certificates for legal purposes (Apostille), under the Hague Convention of 5 October 1961 on legislation of documents. If you wish to apostille your certificate, you should arrange for this at the time of ordering your certificate(s). The addition of an apostille will inevitably increase the time for the issuance of the certificate(s). There is a fee for this service (Please check Fees table in page 7).

If you find an error on a marriage certificate, please contact us at once, as it may be possible to correct it. Corrections

cannot be made in the case of an informant changing their mind about the information that was originally given. When errors are highlighted, we will need to check that the entry in the Marriage or Civil Partnership Register is correct.

8. PRE-CEREMONY BRIEFING

Please be at your chosen 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.**

At the venue, and 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 explain the order of the ceremony to you.

The Registrar will also ask you to check the entry recorded in the Conversion Register (i.e. names, addresses, ages etc.) and it is at this point that you must highlight to the officiant any errors or mistakes made in the Register. It is important that you thoroughly check the entry as it is highly likely that any errors or mistakes will unfortunately be then transposed onto your certificate(s). The certificate(s) will be produced based on the information recorded on the day, and it is far easier to rectify the error on the day rather than after the event has taken place.

Inaccuracies can lead to erroneous certificates being produced, thus delaying the issuance of your Marriage Certificate.

9. 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. Each couple are allocated 30 minutes for the preliminaries and the ceremony.

The Registrar will conduct the ceremony in English. Should you require an interpreter you must point out this during the booking application and 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 and their witnesses fully understand the wording of the ceremony.

The ceremony includes the exchange of the legal declarations (to be spoken after the registrar), the completion of a Conversion Declaration Form (Appendix 'B') and the signing of the register. It may also, if you wish, include the exchange of rings.

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 in order to ensure that your choices are suitable for a civil ceremony. Providing that there are no religious connotations, choices are usually approved.

If the ceremony is to take place at an approved outside venue, it is your responsibility to arrange, provide and pay for transport in order 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 beforehand or when you come in to complete your paperwork. This office will require in advance written confirmation that the transport for the Registrar has been arranged.

It is important to note that the Registrar will not conduct and will postpone the ceremony if he/she has any cause for concern and fees will not be refunded or transferred to another date or booking.

10. IMMIGRATION REQUIREMENTS

If you do not reside in Gibraltar and you are not an EEA national you may require a visa to enter Gibraltar. If you fall into this category, having a booking with us **does not** entitle you to enter Gibraltar without the need for a visa. Therefore, it is advisable that you check Gibraltar Visa requirements with the Gibraltar Borders and Coastguard Agency.

<http://www.gibraltarborder.gi/>

The Agency's website provides accurate and up to date visa information. Please note that if you require a visa to enter Gibraltar, this will need to be applied for in the United Kingdom's visa application center (TLS contact center) in the country that where you reside.

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.

Further information on entry requirements/restrictions for Gibraltar is also available from the **Borders & Coastguard**

Agency

via:Email: info@bca.gov.gi

Tel: (+350) 200 65465

Information on Visas for Gibraltar is also available from the **Immigration Section, Department of Immigrations and**

Home Affairs via:Email: visas.diha@gibraltar.gov.gi

Tel: (+350) 200 76948

All non-residents who enter Gibraltar to get married or enter into a Civil Partnership do so as visitors.

Gibraltar is an Overseas Territory of the United Kingdom. Gibraltar does not form part of the United Kingdom's Immigration Rules on entry and stay. Gibraltar is also not part of the Schengen States. Therefore, any visa/residence related matters which couples need to adhere to after their Marriage or Civil Partnership are matters which need to be sought by the non-resident couples and not by the Government of Gibraltar.

11. CANCELLATION & AMENDMENTS

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

There may be circumstances when we can offer a change of date if the couple advises beforehand that they will be unable to attend. A new date and time can only be secured once the relevant fee has been paid. This needs to be arranged before your original ceremony would have taken place.

12. ENQUIRIES & FURTHER INFORMATION

• Via Telephone

Our telephone number is 00 (350) 20078303 and our lines are open from 08:00hrs to 15:30hrs Mondays to Thursdays and from 08:00hrs to 15:00hrs on Fridays.

Please note that Gibraltar time is GMT+1

• Via Email

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

13. IMPORTANT NOTES

Finally, please note that the information contained in this document is intended as a general guide to the basic legal requirements. It is not exhaustive, and does not cover every situation. The information provided is the latest available at the date of issue (August 2025), but it is important to note that conditions may be liable to changes.

The Department of Immigration & Home Affairs cannot be held responsible and is not liable for any ceremony held in

an outside location. Cancellations of outside venues is outside and beyond our control.

The Department Immigration and Home Affairs wishes to clarify that it is not responsible for any inaccurate information provided by third parties, including but not limited to individuals or organisations involved.

The Department of Immigration & Home Affairs will be checking for potential fake documentation and suspicious applications that could indicate sham marriages. Should it be necessary to investigate an application further, you may be contacted by the Royal Gibraltar Police or the law enforcement authorities in your country of residence.

When you book your ceremony with us, please feel free to discuss any issues or concerns in relation to your ceremony or documents with a member of our team. He/she will discuss your own circumstances, and if necessary, indicate the requirements that will apply to you and the documents that you will need to provide. Should you have any queries in relation to the documents you hold and their validity, please discuss these with a member of our team. It is very frustrating, for all parties concerned, to have to cancel or postpone a ceremony because information in relation to documentation has been withheld.

14. DECLARATION

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

Name: _____

Signature: _____

Date: _____



Department of Immigration
& Home Affairs

HM Government of Gibraltar

Conversion of Civil Partnership Rules 2016
Rule 4(1)(b)

CONVERSION DECLARATION

(DECLARATION CONVERTING A CIVIL PARTNERSHIP INTO A MARRIAGE)

Forename (s)		
Surname (s)*		
Date of Birth		
Sex		
Rank or profession		
Address		
Father's / Parent's - forename(s), - surname(s) - rank or profession		
Date of civil partnership		
Place where civil partnership was formed		

* at the time of this declaration.

THIS SECTION IS TO BE COMPLETED BY THE APPLICANTS IN THE PRESENCE OF THE REGISTRAR.

APPLICANTS MUST SIGN THIS FORM IN THE PRESENCE OF EACH OTHER AND IN THE PRESENCE OF THE REGISTRAR.

I solemnly and sincerely declare that we are in a civil partnership with each other and I know of no legal reason why we may not convert our civil partnership into a marriage. I understand that on signing this document we will be converting our civil partnership into a marriage and you will thereby become my lawful spouse.

By signing this declaration each applicant confirms that:

- the civil partnership previously registered has not been dissolved or annulled in Gibraltar or any other jurisdiction;
- you wish to change this civil partnership into a marriage;
- you understand the nature of marriage and are capable of consenting to change your civil partnership into marriage;
and
- you believe that all the information and evidence given for the purpose of the conversion declaration is true.

(Signed by applicant)

(Signed by applicant)

(Date)

(Date)

THIS SECTION IS TO BE COMPLETED BY THE REGISTRAR

By signing you are confirming that each applicant has provided the form of identification requested, that this identification is satisfactory and that this form was signed by both applicants in the presence of each other and your presence.

The civil partnership changes into marriage on signing this form.

Registrar.....

Date.....

Stamp and Seal

APPROVED OUTSIDE VENUES

<p>Bistro Point* University of Gibraltar Tel: 00 (350) 200 76588 Email: bistropoint@huntergroup.gi</p>	<p>Boyd's Kings Bastion Kings Bastion, Line Wall Road Tel: 00 (350) 200 62550 or 00 (350) 54124000 Email: boyds@rockbastion.com</p>
<p>Bruno's Restaurant Unit 3, The Boardwalk, Tradewinds – Ocean Village Tel: 00 (350) 200 68444 Email: brunosgib@gmail.com</p>	<p>Garrison Library Governor's Parade Tel: 00 (350) 200 77418 Email: j.ballantine@gibraltargarrisonlibrary.gi</p>
<p>Calpe Rowing Club 6 Europort Road Tel: 00 (350) 50590 Email: Calrowclub@gibtelecom.net</p>	<p>Hall of Fame Transport Memorabilia Café, 4a Ragged Staff Tel: 00 (350) 200 67788 Email: halloffame.gibraltar@gmail.com</p>
<p>Holiday Inn Express – Gibraltar 21-23 Devil's Tower Road Tel: 00 (350) 200 67890 Email: info@hiexgibraltar.com Website: www.hiexpress.com</p>	<p>La Sala Ocean Village Tel: 00 (350) 200 16870 Email: weddings@lasalagibraltar.com</p>
<p>Latino's Restaurant Unit 9 & 21B Casemates Square Tel: 00 (350) 200 47755 Email: mikepit@gibtelecom.net Website: www.latinosrestaurants.com</p>	<p>Mediterranean Rowing Club 4 Europort Road Tel: 00 (350) 54015743 Email: events@medrowing.com</p>
<p>Little Bay Restaurant Unit 15, Ocean Village Promenade Tel: 00(350) 200 40971 Email: info@littlebay.gi</p>	<p>My Wines 11 & 12 Chatham Counterguard Tel: 00 (350) 200 69463 Email: info@mywinesgibraltar.com</p>
<p>Rendezvous Chargrill Restaurant Queensway Quay Marina Tel: 00 (350) 200 66420 Email: info@rendezvousgib.com</p>	<p>St Michaels' Cave** Upper Rock Nature Reserve Tel: 00 (350) 200 71643 Email: dylansheriff@gibraltar.gov.gi</p>
<p>Sunborn Yacht Hotel Ocean Village Tel: 00 (350) 200 16100 or 00 (350) 58007751 Email: kerriane.massetti@sunborngibraltar.com</p>	<p>Gibraltar Botanic Gardens Red Sands Road, PO Box 843 Tel: 00 (350) 200 41235 Email: info@wildlife.gi</p>
<p>The Elliott Hotel Governor's Parade Tel: 00 (350) 200 70500 Email: elliott@ocallaghancollection.com Website: www.elliotthotel.com</p>	<p>Monique's Bistro Unit 15, Queensway Quay Marina Tel: 00 (350) 200 66100 Email: manager@moniquesbistro.gi</p>
<p>The Lounge Restaurant 17a & 17b Queensway Quay Marina Tel: 00 (350) 200 61118 Email: michelle@thelounge.gi</p>	<p>The Rock Hotel 3 Europa Road Tel: 00 (350) 200 73000 Fax: 00 (350) 200 73513 Email: conference@rockhotel.gi</p>
<p>The Royal Gibraltar Regiment, Grand Battery House 4 Smith Dorrien Avenue Tel: 00 (350) 54011815 Email: jasongrandbatteryhouse@gmail.com</p>	<p>The Queen's Picturehouse & Eatery 11/1 Casemates Square Tel: 00 (350) 200 73761 Email: robyn@thequeens.gi</p>

*Please note that ceremonies held at Bistro Point will cease as from the 1st September 2025.

** 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.