



Department of Immigration & Home Affairs (Gibraltar)

Policy on Change of Marriage Appointment Date

1. Purpose

This policy sets out the conditions under which parties may request a change to a scheduled marriage appointment at the Department of Immigration & Home Affairs (DIHA), in accordance with applicable Gibraltar law and administrative procedures.

2. Submission of Request

Any request to change a confirmed marriage date must be submitted in writing to DIHA by both parties to the marriage, or by an authorised representative. The request must include the reason for the change and the proposed new date.

3. Notice Requirement

Requests for a change of date must be received no later than **[insert number] working days** prior to the scheduled marriage appointment. Requests received after this deadline may be refused.

4. Requirement to Secure a New Date and Payment

A request to change a marriage date will only be processed where:

- A new preferred marriage date is identified and confirmed as available, and
- Payment of the prescribed fee of **£51.50** has been made.

Both the confirmed new date and payment must be completed **before the original scheduled appointment**. Failure to do so will result in the original booking remaining in effect and subject to non-attendance provisions.

5. Subject to Availability

Approval of any new date is subject to the availability of appointments within DIHA's official schedule. The Office does not guarantee that the requested alternative date will be available.

6. One-Time Change Limitation

A **change of marriage date is permitted only once per couple/booking**. No further requests for rescheduling will be accepted once a revised date has been approved.

7. Fees

The **£51.50** administrative fee for a change of date is non-refundable, unless otherwise determined by the Registrar.

8. Non-Transferability

Marriage bookings are strictly non-transferable and may only be used by the parties named in the original application.

9. Non-Attendance

Failure of either or both parties to attend on the scheduled or rescheduled marriage date will result in the forfeiture of the booking and any fees paid. A new application and payment will be required to arrange another appointment.



10. Exceptional Circumstances

In cases of serious or unforeseen circumstances (such as medical emergencies or other compelling reasons), the Registrar of the Department of immigration & Home Affairs may, at their discretion, consider requests outside the standard provisions of this policy. Supporting documentation must be provided.

11. Authority of the Registrar

All requests for change of date remain subject to the approval of the Registrar of the Department of Immigration & Home Affairs, whose decision shall be final and made in accordance with Gibraltar law and administrative guidelines.