

Department of Immigration & Home Affairs

Registry of Marriages & Civil Partnerships

Ceremony Guidance Notes & Booking Form

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1. INTRODUCTION

MARRIAGES AND CIVIL PARTNERSHIPS

In Gibraltar, the Marriage and Civil partnership between two persons is provided for under the Gibraltar Marriage Act and Civil Partnership Act. Under its provisions, it is possible, by means of a Special Licence granted under Section 12 and 13 of the relevant Act, for residents and non-residents alike to get married or Civil Partnered in Gibraltar. It also enables a ceremony to be conducted at approved locations outside the Registry and outside working hours and at weekends.

2. GENERAL CONDITIONS

In order to get married or enter into a civil partnership in Gibraltar by means of a Special Licence, you will need to complete Affidavits (Appendix 'A' or Appendix 'B') and sign before a Commissioner for Oaths or a Notary Public of your choice **in Gibraltar**.

Commissioner for Oaths and Notaries will charge you for the service you will need to make the necessary arrangements directly with them.

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. A minimum one night stay is required by Law. 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

When applying for a Special Licence you are required to show certain physical documents as proof of identity, age and marital status.

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 approved official of the translation company, and
c) The translator or translation company's seal/stamp and contact details.

In addition, persons wishing to get married or enter into a civil partnership will have to prove their identity by providing the Registrar with **ORIGINALS**** of the following:

SINGLE PERSONS NEVER HAVING BEEN MARRIED AND NEVER HAVING ENTERED INTO A CIVIL PARTNERSHIP

- Passport, National Identity Card or other acceptable form of identity;
- Original full Birth Certificate showing parents' names (*or Adoption Certificate)*.

WIDOWS/WIDOWERS/SURVIVING PARTNERS

- Passport, National Identity Card or other acceptable form of identity;
- Original full Birth Certificate showing parents' names (*or Adoption Certificate*);
- Previous Original Marriage or Civil Partnership Certificate;
- Original Death Certificate of your late spouse or civil partner.

PERSONS WHO HAVE BEEN PREVIOUSLY MARRIED OR WHO HAVE PREVIOUSLY ENTERED INTO A CIVIL PARTNERSHIP

- Passport, National Identity Card or other acceptable form of identity;
- Original full Birth Certificate showing parents' names (*or Adoption Certificate*);
- Final and absolute original Divorce Decree or original Certificate of Annulment of your previous marriage, or original Dissolution or original Nullity Order in respect of your previous civil partnership. We only accept original stamped copies from the court – a photocopy is not acceptable.
- Previous Original Marriage or Civil Partnership Certificate (Female Applicants Only);

CHANGE OF NAME

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

RESIDENCE DOCUMENTATION

The Registrar **will** request evidence that you are legally resident in your 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 MARRIAGE OR CIVIL PARTNERSHIP

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

Marriage or Civil Partnership 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, the couple and two witnesses. 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 'D') which provide for larger parties.

2. CEREMONIES AT THE CITY HALL – MAYOR'S PARLOUR

The Mayor's 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.

Marriage or Civil Partnership ceremonies at the Mayor's Parlour are conducted on weekdays (Monday to Friday) between 11:00hrs and 13:00hrs. (Please check Fees table in page 6).

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 permitted to throw rice, confetti or the like inside the building.

Any gifts, flowers or general goods delivered to, or left at, the City Hall/ Mayors Parlour 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 rooms and an adult must supervise children at all times.

The entire City Hall including the Mayor's 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

Ceremony bookings for outside locations are available on weekdays between the hours of 16.00hrs and 19:00hrs at hourly intervals. On Saturdays, these are also available between 10:00hrs and 19:00hrs, at hourly intervals, and may only take place at one of the approved venues. The approved venues are listed at Appendix 'D'.

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 theguests 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.

6. FEES

It is important to note that fees are **non-refundable** and **non-transferable** in all circumstances.

Fees are as follows:

Registrar's Certificate *(Residents only)*	**£ 61.00**
Notice *(Residents only)*	**£ 61.00**
Special Licence for Marriage/Civil Partnership	**£ 121.00**
Ceremony at the Registry Office	**£ 182.00**
Ceremony at an Outside Location - *After working hours on Weekdays and Saturdays*	**£ 302.00**
Mayor's Parlour - Venue Fee - *£165 of the £528.00 fee is payable separately to Gibraltar Cultural Services*	**£ 528.00**
Marriage/Civil Partnership Certificate - *Issued between 10 and 15 working days after the ceremony*	**£ 36.00 each**
Confirmation Letter - *Letter provided immediately after the ceremony on the day of Marriage/Civil Partnership*	**£ 18.50**
Postage - *Fee for the mailing of certificates to an address outside Gibraltar*	**£ 18.50**
Apostille - *Placed on the reverse of the Marriage/Civil Partnership Certificate*	**£ 36.00 each**
Change Of Date Fee	**£ 51.50**

7. ATTENDANCE IN PERSON

Once your date has been booked and your documents initially verified, the next stage will be for the parties to attend our offices. Original documents may be submitted up to 3 months in advance of the dateof the ceremony, or on the working day before the ceremony takes place. **Our office opens to the public at 8.30am, we suggest that you come early morning as affidavits must be returned to this office before 1pm.**

Completion of the Affidavits – (Marriage: appendix A - Civil Partnership: appendix B)

Whilst Affidavits must be signed and sworn in the presence of a Commissioner, or other person lawfully authorised to administer Oaths in Gibraltar, these may be filled in and can be submitted beforehand to us for checking. This could avoid any unnecessary delays should these be incorrectly completed.

In Section 1, you must include your full name in BLOCK letters. If there have been no changes in name this should read as it appears on your birth certificate.

Should your name be different to that which appears in your birth certificate you must state your current full name followed by '*Name Changed by Deed Poll*'. Women who have been previously married must state the surname of their former husband, followed by the word 'Formerly' and then her maiden name. For example, a woman born Jane Smith, previously married to a Mr. Brown and now re-marrying, would state her full name as follows:

J	A	N	E		B	R	O	W	N	'	F	O	R	M	E	R	L	Y	'	S	M	I	T	H				

In Section 2, you must include your current residential address. You must also include the relevant post-code and country.

1	7		P	E	A	R		T	R	E	E		H	O	U	S	E	,	B	E	E		R	O	A	D	,	
D	E	R	B	Y	,	D	E	4	4		9	P	P	,	U	N	I	T	E	D		K	I	N	G	D	O	M

In Section 3, you must include your profession or occupation. Should you be retired, you must include the profession or occupation held prior to your retirement. For example, if you are retired and held a post of 'Nurse' you should state 'Nurse - Retired'. Stating 'Retired' only will not suffice.

N	U	R	S	E	(	R	E	T	I	R	E	D	)															

In Section 4, you must include the full name of the other party.

In Section 5, you must state the other party's current residential address.

In Section 6, you must indicate your status i.e. Single, Divorced etc.

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

In Section 9, you must state how long you have or have not been residing in Gibraltar.

Once completed, the two affidavits must be sworn, signed and dated in the presence of a Commissioner, or other person lawfully authorised to administer Oaths in Gibraltar.

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 **<u>will not</u>** be refunded or transferred to another date or booking.

8. 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/Civil Partnership certificate(s).

Following your ceremony, an entry will be made in one of the Registers. 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. A certificate will depict the date in which the Marriage/Civil Partnership was contracted, along with other details furnished by the couple to the Registrar.

Certificates will normally be ready between ten to fifteen working days after the ceremony. Marriage/Civil Partnership Certificates (please check Fees table in page 6).

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/civil partnered and are awaiting the issuance of your Marriage/Civil Partnership Certificate. (Please check Fees table in page 6). Please request this letter in advance so that it may be ready for you after your ceremony.

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 (Please check Fees table in page 6) for this service. You will be asked to clearly state the address of your choice on an envelope provided to you by this office andthe 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 belost in transit.**

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

It is therefore possible to certify marriage/civil partnership 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 6).

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.

9. PRE-CEREMONY BRIEFING

Partners and their witnesses should be at their 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 and ask you to state who your witnesses will be.

The Registrar will also ask you to check the entry recorded in the Marriage or Civil Partnership Register (i.e. names, addresses, ages, names of witnesses 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/Civil Partnership Certificate.

10. 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 this out 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) 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 <u>will not</u> be refunded or transferred to another date or booking.

11. WITNESSES

For all ceremonies, you must have two other people present to witness that you have said the legal vows and to sign the register. Your witnesses may be related to either of you and/or to each other. They may be friends or colleagues over the age of 18, must be able to speak and understand English and be acceptable to the Registrar.

Please note that the **Registry Office does not provide witnesses** and Registry Office personnel are unable to act as witnesses.

12. 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 where you reside. **You should apply for a Gibraltar visa for Marriage purposes.**

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

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.

13. 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 are not allowed entry into Gibraltar, 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.

14. 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

15. 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 (May 2026), 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 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.

16. DECLARATION

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

Name: _____

Signature: _____

Date: _____

APPENDIX 'A'

AFFIDAVIT FOR A SPECIAL LICENCE OR REGISTRAR'S SPECIAL CERTIFICATE FOR MARRIAGE

(This affidavit is to be sworn before a commissioner or other person lawfully authorised to administer oaths. It may be adapted to the circumstances of a particular case, but **alterations and deletions should be initialled by the deponent and by the person administering the oath)**

IMPORTANT NOTICE

Any person who for the purpose of procuring a marriage, or a certificate or licence for marriage, knowingly and wilfully makes a false oath, or makes or signs a false declaration, notice or certificate, required under any enactment for the time being in force relating to a marriage or knowing and wilfully makes or knowingly and wilfully causes to be made, for the purpose of being inserted in any register of marriage a false statement as to any particular required by Law to be known and registered for any marriage is guilty of an offence and renders that person liable to prosecution under Section 463 of the Crimes Act.

1. Full name of deponent, in **BLOCK** capitals. *Please note that the surname of a woman who has been previously married should be given as that of her former husband, followed by the word "formerly" and her maiden name. Please state if name changed by deed poll.*

2. Full permanent residential address. *Please include the country.*

3. Rank, profession or occupation.

MAKE OATH and say as follows:- I am desirous of contracting marriage with:-

4. Full name of other party to the intended marriage, in **BLOCK** capitals.

5. Full permanent residential address. *Please include the country.*

6. I am:-

(i) Single never having been married.	X
(ii) The widow/widower of	
(iii) The divorced husband/wife of	
(iv) The former husband/wife/civil partner of	
by divorce/annulment/dissolution.	

7.

I am of the age of	0	0	years having been born on	D	D		M	M		Y	Y	Y	Y

8. There is no impediment of kindred or alliance, or any other lawful cause, nor any suit commenced in any court of law to bar or hinder the proceeding of the proposed marriage.

9. I have/have not had my usual place of abode in Gibraltar (immediately preceding date of affidavit) for_____ .

10. I am aware that I must stay overnight in Gibraltar on the night of my wedding or the night before, and I must provide proof of this overnight stay to the satisfaction of the Registrar. I understand that if he/she is not satisfied with the form of proof, he/she will not be able to carry out the ceremony.

SWORN at this 20 .

_____ _____

Name & Signature of Deponent *Name & Signature of person administering oath*

APPENDIX 'B'

AFFIDAVIT FOR A SPECIAL LICENCE OR REGISTRAR'S SPECIAL CERTIFICATE FOR CIVIL PARTNERSHIP

(This affidavit is to be sworn before a commissioner or other person lawfully authorised to administer oaths. It may be adapted to the circumstances of a particular case, but **alterations and deletions should be initialled by the deponent and by the person administering the oath**)

IMPORTANT NOTICE

Any person who for the purpose of procuring a civil partnership, or a certificate or licence for civil partnership, knowingly and wilfully makes a false oath, or makes or signs a false declaration, notice or certificate, required under any enactment for the time being in force relating to a civil partnership or knowing and wilfully makes or knowingly and wilfully causes to be made, for the purpose of being inserted in any register of civil partne rships a false statement as to any particular required by Law to be known and registered for any civil partnership is guilty of an offence and renders that person liable to prosecution.

1. Full name of deponent, in **BLOCK** capitals. *Please note that the surname of a woman who has been previously married or who has entered into a civil partnership, should be given as that of her former husband/civil partner, followed by the word "formerly" and her maiden name. Please state if name has been changed by deed poll.*

2. Full permanent residential address. *Please include the country.*

3. Rank, profession or occupation.

MAKE OATH and say as follows:- I am desirous of entering into a civil partnership with:-

4. Full name of other party to the intended civil partnership, in **BLOCK** capitals.

5. Full permanent residential address. *Please include the country.*

6. I am:-

(i) Single never having either entered into a civil partnership or been married.	X
(ii) The widow/widower or surviving partner of	
(iii) The former husband/wife/civil partner of	
by divorce/annulment/dissolution.	

7.

I am of the age of	0	0	years having been born on	D	D		M	M		Y	Y	Y	Y

8. There is no impediment of kindred or alliance, or any other lawful cause, nor any suit commenced in any court of law to bar or hinder the proceeding of the proposed civil partnership.

9. I have/have not had my usual place of abode in Gibraltar (immediately preceding date of affidavit) for_____ .

10. I am aware that I must stay overnight in Gibraltar on the night of my civil partnership or the night before, and I must provide proof of this overnight stay to the satisfaction of the Registrar. I understand that if he/she is not satisfied with the form of proof, he/she will not be able to carry out the ceremony.

SWORN at this 20 .

_____ _____

Name & Signature of Deponent *Name & Signature of person administering oath*

APPENDIX 'C'

Registrar Booking Form

IMPORTANT NOTES:

The following details are required for you to book a registrar to conduct your ceremony at the Registry Office or at an approved venue outside the Registry Office.

Please note that this booking will remain provisional until all the necessary verifications have been undertaken and payment has been received.

It is important to note that all our fees are **non-refundable** and **non-transferable** in all circumstances.

REASON FOR REQUEST: - please cross (x) the relevant box.

Civil Marriage	X	Civil Partnership	X

Date of Ceremony:

D	D		M	M		Y	Y	Y	Y

Time of Ceremony:

0	0	:	0	0

Name/Address of Venue:

Venue Telephone Number:

Venue Email Address:

Alternative local approved venue in case if inclement weather: ***(if venue is outdoors)***

DETAILS OF COUPLE:

1. Name:

1. Surname:

2. Name:

2. Surname:

Address:

Telephone Number:

Email Address:

Please note that we will endeavour to confirm your request as soon as possible so that you may expedite any other arrangements in relation to your ceremony. It is therefore advisable not to book a venue and/or make any travel arrangements until written confirmation has been received by this office.

If you require your certificates to be posted, please fill in the below. Please write your **exact address** as incomplete/wrong addresses can delay the certificates getting to you, or being lost in the process.

ADDRESS 1.

ADDRESS 2.

If you already know how many certificates, apostilles and post please **fill** out the below;

Number of Marriage certificates

Number of Apostilles

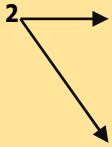
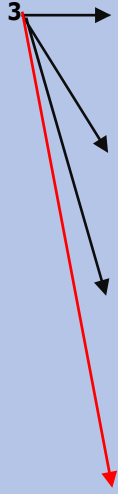
Post

APPROVED OUTSIDE VENUES

The Royal Gibraltar Regiment, Grand Battery House 4 Smith Dorrien Avenue Tel: 00 (350) 54011815 Email: jasongrandbatteryhouse@gmail.com	**Boyd's Kings Bastion** Kings Bastion, Line Wall Road Tel: 00 (350) 200 62550 or 00 (350) 54124000 Email: boyds@rockbastion.com
The Rock Hotel 3 Europa Road Tel: 00 (350) 200 73000 Fax: 00 (350) 200 73513 Email: conference@rockhotel.gi	**Garrison Library** Governor's Parade Tel: 00 (350) 200 77418 Email: j.ballantine@gibraltargarrisonlibrary.gi
Calpe Rowing Club 6 Europort Road Tel: 00 (350) 50590 Email: Calrowclub@gibtelecom.net	**Hall of Fame** Transport Memorabilia Café, 4a Ragged Staff Tel: 00 (350) 200 67788 Email: halloffame.gibraltar@gmail.com
Holiday Inn Express – Gibraltar 21-23 Devil's Tower Road Tel: 00 (350) 200 67890 Email: info@hiexgibraltar.com Website: www.hiexpress.com	**Gastrobar** Ocean Village Tel: 00 (350) 200 16870 Email: weddings@lasalagibraltar.com
Latino's Restaurant Unit 9 & 21B Casemates Square Tel: 00 (350) 200 47755 Email: mikepit@gibtelecom.net Website: www.latinosrestaurants.com	**Mediterranean Rowing Club** 4 Europort Road Tel: 00 (350) 54015743 Email: events@medrowing.com
Little Bay Restaurant Unit 15, Ocean Village Promenade Tel: 00(350) 200 40971 Email: info@littlebay.gi	**My Wines** 11 & 12 Chatham Counterguard Tel: 00 (350) 200 69463 Email: info@mywinesgibraltar.com
Rendezvous Chargrill Restaurant Queensway Quay Marina Tel: 00 (350) 200 66420 Email: info@rendezvousgib.com	**St Michaels' Cave*** Upper Rock Nature Reserve Tel: 00 (350) 200 71648 Email: Naturereserve@gibraltar.gov.gi
Sunborn Yacht Hotel Ocean Village Tel: 00 (350) 200 16100 or 00 (350) 58007751 Email: sales@sunborngibraltar.com	**Gibraltar Botanic Gardens** Red Sands Road, PO Box 843 Tel: 00 (350) 200 41235 Email: info@wildlife.gi
The Eliott Hotel Governor's Parade Tel: 00 (350) 200 70500 Email: eliott@ocallaghancollection.com Website: www.eliotthotel.com	**Monique's Bistro** Unit 15, Queensway Quay Marina Tel: 00 (350) 200 66100 Email: manager@moniquesbistro.gi
The Lounge Restaurant 17a & 17b Queensway Quay Marina Tel: 00 (350) 200 61118 Email: michelle@thelounge.gi	**The Queen's Picturehouse & Eatery** 11/1 Casemates Square Tel: 00 (350) 200 73761 Email: robyn@thequeens.gi

**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.*

A QUICK GUIDE TO THE DOCUMENTATION REQUIRED FOR A MARRIAGE/CIVIL PARTNERSHIP IN GIBRALTAR

STATUS OF APPLICANT	**No of DOCUMENTS REQUIRED**	**REQUIRED DOCUMENTATION (Must Be Originals)**	*Other acceptable documentation in lieu of that specified on the left*
SINGLE *(NEVER HAVING BEEN MARRIED AND NEVER HAVING ENTERED INTO A CIVIL PARTNERSHIP)*		**Valid Passport**	*National Identity Card or other valid and acceptable form of identity*
		Full Birth Certificate	*Short Birth Certificate, accompanied by Parents' Birth Certificates*
WIDOW WIDOWER SURVIVING PARTNER		**Valid Passport**	*National Identity Card or other valid and acceptable form of identity*
		Full Birth Certificate	*Short Birth Certificate, accompanied by Parents' Birth Certificates*
		Previous Marriage/Civil Partnership Certificate	*Not necessarily should the informant* be the person requesting to be married/entering into a civil partnership* **The informant is the person who registered the death and whose name and relationship to the deceased appears on the deceased's death certificate*
		Death Certificate of your late spouse/civil partner	*No alternative acceptable*
DIVORCEE *(HAVING BEEN PREVIOUSLY MARRIED OR IN A CIVIL PARTNERSHIP)*		**Valid Passport**	*National Identity Card or other valid and acceptable form of identity*
		Full Birth Certificate	*Short Birth Certificate, accompanied by Parents' Birth Certificates*
		Final and absolute Divorce Decree/Certificate of Annulment **OR** **Dissolution/Nullity Order**	*No alternative acceptable* *No alternative acceptable*
		Previous Marriage/Civil Partnership Certificate (Female Divorced Applicants Only)	*No alternative acceptable*

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

DOCUMENT CHECK LIST

PASSPORT(S)	
BIRTH CERTIFICATE(S)	
PREVIOUS MARRIAGE CERTIFICATE(S)	
PREVIOUS CIVIL PARTNERSHIP(S)	
PROOF OF STAY ***(IF NON-RESIDENT)***	
LATE SPOUSES DEATH CERTIFICATE(S)	
DIVORCE DECREE(S)	
CHANGE(S) OF NAME	
TRANSLATIONS OF DOCUMENTS ***(IF APPLICABLE)***	
RESIDENCE DOCUMENTATION ***(IF REQUESTED)***	