



Civil Status & Registration Office

Registry of Marriages & Civil Partnerships

Ceremony Guidance Notes & Booking Form

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1. INTRODUCTION

MARRIAGES

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

CIVIL PARTNERSHIPS

Civil Partnerships in Gibraltar between two persons is provided for under the Civil Partnership Act. Under its provisions, it is possible, by means of a Special Licence granted under Section 12 of the Act, for residents and non-residents alike to form a Civil Partnership in Gibraltar. It also enables a Civil Partnership 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 at the Registry by means of a Special Licence, you must be able to satisfy the Registrar that you are able to do so by completing Affidavits (Appendix 'A' or Appendix 'B') and signing them before a Commissioner for Oaths or a Notary Public of your choice in Gibraltar.

Please remember that Commissioner for Oaths and Notaries will charge you for their services and it is up to you to make all the 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, 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 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; 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.

** 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*

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 authorised 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 **may** 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 – 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.

****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). Certified true copies of the original certificate(s) attested by a Notary Public or other person entitled in law to certify the authenticity of a document is acceptable. 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

To initiate the process you will, in the first instance, need to sign the footnote at the end of these Guidance Notes confirming that you have read and agree to the conditions contained in these notes. You must also complete and submit a Booking Form (Appendix 'C') in order to book and secure a Registrar for your ceremony.

Please note that you must include all the required documentation as specified above and we will aim to respond to you as soon as possible. It is advisable that you do not initiate the booking process if you do not have the correct documentation in your possession or is unavailable to you.

Should you decide to email your documents all should be scanned as PDF documents and sent in **ONE** email clearly stating names, date, time and venue of the ceremony in the "Subject." It is important that at this stage you do not omit

any relevant or important information and/or state that the scanned documents are original when these may be not. Erroneous or misleading information in relation to the submitted documentation may compromise the whole process and may lead to the Registrar declining to perform the ceremony on the day.

Once the documents are checked and found to be compliant, we will check your request against the date and time slots available. If the chosen slot is not available, we will contact you to offer the nearest alternative. Once a date is agreed, you may provisionally book the Registrar or effect payment in order to secure and make your booking firm. If payment is made, a confirmation of your booking will be sent to you via email.

Please note that your original documents **MUST** be presented when you attend the Registry Office at Joshua Hassan's House, to sign and complete the paperwork prior to the ceremony. **IMPORTANT: Final acceptance and confirmation of your Booking will not be given until such time as you present your original documentation, and these are verified.**

We welcome bookings 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. Please be aware that no ceremonies will be conducted on Public Holidays. 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>

The summer months, June to September are the busiest months, and whilst we will endeavour to accommodate your request, you will be limited for choice if you request the appointment very close to your preferred date.

As explained above, bookings will be secured and considered firm when all the necessary verifications have been undertaken, and payment has been received. Until payment is received, your date is at risk of being taken over by someone else, it is therefore in your interest to secure a date as soon as possible in order to avoid disappointment. **Please note that your date will remain available to others unless payment is received.** Once payment is received, the booking will be firm and the date secured, and the Marriage Section will then send you a written confirmation to you. At this point you may also order and pay for your marriage certificate(s).

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. You are therefore advised to speak to staff in order to confirm the exact dates when our offices will be closed during local festivities.

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 12:00 hrs and 15:00 hrs during Winter Hours (mid-September to mid-June) and between 11:00 hrs and 14:00 hrs during Summer Hours.

No ceremonies will take place during Easter and pre-Christmas week. Ceremonies will resume shortly after the New Year.

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 and houses a recently restored antique mirrored sideboard belonging to the Larios family. The piece is carved from walnut in the Victorian Rococco style (also known as late Baroque) fashionable in the 1870s. It has Greek inspired imagery – in this case goddess-like carvings on the posts and ornamental urn finials along the top. 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 50 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.

No food, drink (including alcohol) or animals (with the exception of assistance dogs) are permitted at the Mario Finlayson Gallery. It is also not allowed to throw rice, petals, confetti or the like inside this venue.

Any gifts, flowers or general goods delivered to, or left at, the Mario Finlayson Gallery 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 children must be supervised by an adult at all times.

The City Hall 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, Midtown carpark 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 Registry ceremony may be taken.

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 11:00 hrs and 13:00 hrs. (please see page 7 for cost).

No ceremonies will take place in the City Hall during Easter and pre-Christmas week. Ceremonies will resume shortly after the New Year.

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

3. CEREMONIES AT AN OUTSIDE LOCATION

Ceremonies held at an outside location may be conducted on weekdays between 15:30 hrs to 19:30 hrs, at hourly intervals. On Saturdays, these are conducted between 10:00 hrs and 19:00 hrs, also at hourly intervals, and may only take place at one of the approved venues. The approved venues are listed at Appendix ‘D’.

No ceremonies will take place at outside locations during Easter and pre-Christmas week. Ceremonies will resume shortly after the New Year.

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 Civil Status & Registration Office 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.

6. FEES

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

Prompt payment is highly recommended as it guarantees and secures your booking. Bookings that are not paid are provisional and run the risk of being lost to someone who is prepared to pay on the spot in order to secure a date. If you have not paid the pertinent fees at the time of your booking, these must be paid for in full not less than **ten working days** prior to the ceremony. **It is therefore important to note that should your fees remain unpaid within the ten working days prior to the ceremony, your booking may be cancelled without notice, given that it is not up to us to chase payment.**

Payments may be effected by cheque or via World Pay upon a payment request, sent to you via email.

Fees are as follows:

Registrar's Certificate (<i>Residents only</i>)	£ 57.50
Notice (<i>Residents only</i>)	£ 57.50
Special Licence for Marriage/Civil Partnership	£ 114.50
Ceremony & Registration at Mario Finlayson Gallery	£ 172.00
Ceremony & Registration at an Outside Location - <i>After working hours on Weekdays and at Weekends</i>	£ 286.50
Mayor's Parlour - Venue Fee - <i>£160 of the £504 fee is payable separately to Gibraltar Cultural Services</i>	£ 504.00
Marriage/Civil Partnership Certificate - <i>Issued between 10 and 15 working days after the ceremony</i>	£ 23.00 each
Confirmation Letter - <i>Letter provided imminently after the ceremony on the day of Marriage/Civil Partnership</i>	£ 11.50
Postage - <i>Fee for the mailing of certificates to an address outside Gibraltar</i>	£ 11.50
Apostille - <i>Placed on the reverse of the Marriage/Civil Partnership Certificate</i>	£ 17.00 each

7. ATTENDANCE IN PERSON

Once your booking has been confirmed by this office, the next stage will be for the parties to attend our offices. This must be done no later than Midday on any working day prior to the date of the ceremony in order to present the **Original* Documents**, apply for the **Special Licence**, and submit the necessary **Affidavits**. The affidavits (one per person) previously provided by this office, must be signed and sworn in the presence of a Commissioner or other person lawfully authorised to administer Oaths **in Gibraltar**. Therefore, you must undertake arrangements for the swearing of the affidavits.

Completion of the Affidavits

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.

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 as late as Midday on 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 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.

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 are available at a cost of £23.00 per certificate. It is advisable that couples order a minimum of two certificates.

If you so wish, in order to assist you in other formalities, the Civil Status & Registration Office can issue you at a cost of £11.50 a letter confirming that you have married/civil partnered and are awaiting the issuance of your Marriage/Civil Partnership Certificate. 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 Civil Status and Registration Office 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 of £11.50 for this service. 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 **Civil Status and Registration Office will not be liable or held responsible for certificates that are damaged or may be lost 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). The fee for this service is £17.00 per apostille.

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 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) 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.

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 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 of a visa. Therefore, should you require a visa, you will need to apply for one at a 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. You must also be aware of the remaining validity on your passport before travelling.

It is therefore important that you contact the Immigration Section or the Borders & Coastguard Agency to obtain information on the entry requirements and Visas for Gibraltar.

Information on entry requirements/restrictions for Gibraltar is available from the **Borders & Coastguard Agency** via:

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

Information on Visas for Gibraltar is available from the **Immigration Section, Civil Status & Registration Office** via:

Email: visas.csro@gibraltar.gov.gi
Tel: (+350) 200 76948

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.

14. ENQUIRIES & FURTHER INFORMATION

- **Via Telephone**

Our telephone number is 00 (350) 200 72289 and our lines are open from 08:00 hrs to 15:30 hrs Mondays to Thursdays and from 08:00 hrs to 15:00 hrs on Fridays.

Please note that Gibraltar time is GMT+1

- **Via Email**

Our email address is marriages.csro@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 (December 2023), but it is important to note that conditions may be liable to changes.

The Civil Status and Registration Office 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 Civil Status & Registration Office will not be liable for any misinformation provided for by any Third Party, including Wedding Planners. Wedding Planners are totally independent and have no link with the Civil Status & Registration Office.

The Civil Status & Registration Office 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: _____

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
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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.

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>Gibraltar Tea Company 5 Tuckeys Lane Tel: 00 (350) 200 69500 Email: info@gibraltarteacompany.com</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>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</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: jason.belilo@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>The Alameda Botanical 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 Queen's Picturehouse & Eatery 11/1 Casemates Square Tel: 00 (350) 200 73761 Email: robyn@thequeens.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>Waterfront Restaurant Queensway Quay Marina Tel: 00 (350) 200 45666 Email: waterfrontrestaurant@gmail.com</p>	<p>Little Bay Restaurant Unit 15, Ocean Village Promenade Tel: 00(350) 200 40971 Email: info@littlebay.gi</p>

** 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

<u>STATUS OF APPLICANT</u>	<u>No of DOCUMENTS REQUIRED</u>	<u>REQUIRED DOCUMENTATION</u> <i>(Must Be Originals)</i>	<i>Other acceptable documentation in lieu of that specified on the left</i>
SINGLE (NEVER HAVING BEEN MARRIED AND NEVER HAVING ENTERED INTO A CIVIL PARTNERSHIP)	2 	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	4 	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)	3 	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 <i>(IF NON-RESIDENT)</i>	
LATE SPOUSES DEATH CERTIFICATE(S)	
DIVORCE DECREE(S)	
CHANGE(S) OF NAME	
TRANSLATIONS OF DOCUMENTS <i>(IF APPLICABLE)</i>	
RESIDENCE DOCUMENTATION <i>(IF REQUESTED)</i>	