



Civil Status & Registration Office

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 convert their civil partnership into a marriage in Gibraltar must provide the Registrar with documentary evidence that they will be staying in Gibraltar, for at least one night, immediately prior to or, immediately after the conversion ceremony.

The Registrar will accept any of the evidence listed below:

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

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 by one of 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 – 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.

4. MAKING A BOOKING FOR A CONVERSION

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 the attached Booking Form (Appendix 'A') in order to book and secure a Registrar for your ceremony.

You may do this by handing in the completed form at our offices in person or by submitting the request by email or post.

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

All documents should be scanned as PDF documents and sent in **ONE** email clearly stating names, date, time and venue of the ceremony in the "Subject." 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 remember that the original* documents **MUST** be presented when you attend the Registry Office to sign and complete the paperwork prior to the ceremony.

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. 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 & Civil Partnership 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

Ceremonies at the Registry Office are conducted on weekdays between 10:30am and 02:30pm.

No ceremonies will take place at the Registry Office during pre-Christmas week. Ceremonies will resume on the first working day of the New Year. Please be aware that public holidays in Gibraltar may differ from those in your country of residence. Information on public holidays in Gibraltar may be obtained at www.gibraltar.gov.gi

It is important to note that the Registry Office has a maximum capacity of 20 persons*. 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 'B') which provide for larger parties. In order to comply with Fire and Health & Safety Regulations parties of over 20* guests will have to wait in the adjoining lobby whilst the ceremony is taking place.

No food, drink (including alcohol) or animals (with the exception of assistance dogs) are permitted at the Registry Office.

Any gifts, flowers or general goods delivered to, or left at, the Registry Office in conjunction with your ceremony are not the responsibility of the staff of the Civil Status and Registration Office.

All mobile phones must be placed on silent mode when entering the ceremony room.

Children must be supervised by an adult at all times.

The building housing the Registry Office is a designated **NO SMOKING** building.

There are no parking facilities for the couple or their guests at the Registry Office. The nearest payable on-street parking is available at two locations, Queensway and Ragged Staff. Further information on parking is available at <http://www.visitgibraltar.gi/driving-and-park>

Wheel chair access is available.

Photographs during your Registry Office ceremony may be taken.

** Subject to change, depending on the circumstances prevailing at the time, e.g. Covid Restrictions.*

2. CEREMONIES AT AN OUTSIDE LOCATION

Ceremonies held at an outside location may be conducted on weekdays between 11:00 hrs to 14:00 hrs and from 16:00 hrs to 19:00 hrs and weekends 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'.

No ceremonies will take place at an outside location during pre-Christmas week. Ceremonies will resume on the first working day of the New Year. Please be aware that public holidays in Gibraltar may differ from those in your country of residence. Information on public holidays in Gibraltar may be obtained at www.gibraltar.gov.gi

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, as it is not up to us to chase payment.**

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

Fees are as follows:

Standard Procedure Conversion	£100.00
Conversion at an outside location –On weekdays during normal working hours	£150.00
Conversion at an outside location –After working hours on weekdays and at weekends	£250.00
Mayor’s Parlour –Venue Fee	£300.00
Certificate	£20.00 each
Postage – Mailing of certificates to an address outside Gibraltar	£10.00
Apostille – Placed on the reverse of the certificate	£15.00 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 by a pre-booked **appointment only** and 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 Conversion, and submit the necessary Conversion Application Form.

Completion of Conversion Application Form

In Section 1, you must include your full name in BLOCK letters. If there has 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 the date, when and where your Civil Partnership was registered.

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 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 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 and may be collected in person from our offices. Certificates issued within two weeks after the ceremony are available at a cost of £20.00 per certificate. It is advisable that couples should order a minimum of two certificates.

If you so wish, in order to assist you in other formalities, the Civil Status & Registration Office may issue you with a letter confirming that you have married and are awaiting the issuance of your Marriage Certificate. Please request this letter in advance so that it may be ready immediately 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 £10.00 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.

It is also possible to certify marriage certificates for legal purposes (Apostille), under the Hague Convention of 5 October 1961 on legalisation of documents. If you wish to apostille your Marriage 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 £15.00 per certificate.

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 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 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 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), 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.

11. 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.

If you do require a visa please note that all visa applications for Gibraltar must be supported by travel insurance. Queries relating to visas should be sent to visas.csro@gibraltar.gov.gi.

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** via:

Email: visas.csro@gibraltar.gov.gi

Tel: (+350) 200 76948

12. 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.

13. ENQUIRIES & FURTHER INFORMATION

- **Via Telephone**

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

Please note that Gibraltar time is GMT+1

- **Via Email**

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

14. 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 given is the latest available at the date of issue (March 2020), 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 that has to be cancelled as a result of events that are 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.

When you book your ceremony with us, please feel free to discuss any issues or concerns in relation to your ceremony 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 the documentation has been withheld.

15. DECLARATION

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

Name: _____

Signature: _____

Date: _____

- 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.

(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>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>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: 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>The Alameda Botanical Gardens* Red Sands Road, PO Box 843 Tel: 00 (350) 200 41235 Email: info@wildlife.gi</p>
<p>The Caleta Hotel Catalan Bay Tel: 00 (350) 200 76501 Fax: 00 (350) 200 42143 Email: conf.banq@caletahotel.gi</p>	<p>The Elliott Hotel Governor's Parade Tel: 00 (350) 200 70500 Email: elliott@ocallaghancollection.com Website: www.elliotthotel.com</p>
<p>The Landings Restaurant Unit 15, Ragged Staff Wharf, Queensway Quay Marina Tel: 00 (350) 200 66100 Email: info@thelandings.gi Website: www.thelandings.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>Waterfront Restaurant Queensway Quay Marina</p>	

Tel: 00 (350) 200 45666 Email: waterfrontrestaurant@gmail.com	
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** Please note that ceremonies at the Alameda Botanical Gardens will only take place from April to October.*

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