

Notice Preparation form

Important! Please read the information below before completing your form.

You must include clear digital images of your supporting documents with your completed Notice Preparation form.

- **The original documents must be available to the registrar for inspection at your appointment**
- Photocopies will not be accepted at your appointment
- **Failure to provide the correct documents may result in the cancellation of your appointment and the loss of your fee**

Evidence of your name, age and nationality

For British citizens this should be:

- A valid UK passport
OR
- Born before 01/01/1983 - A Full Birth Certificate together with another document (e.g. Valid photo card driving licence) to show use of your current name
OR
- Born after 01/01/1983 - Full British Birth Certificate plus your Mother's British Birth Certificate or Father's if your parents are or have been married to each other
OR
- Born after 01/01/1983 but before 01/07/2006 – Full British Birth Certificate showing parents' details and evidence of either parents' British citizenship or settled status at the time of the birth (e.g. passport describing the relevant parent as a British citizen or indicating that he or she then had indefinite leave to enter or remain); and parents' marriage certificate (if British citizenship is claimed through your father)



For EEA and Swiss nationals this should be either a:

- Valid EEA passport
- Valid national ID card (issued by an EEA state or Switzerland)
OR
- Valid travel document (issued by the Home Office)

Evidence of your address

Either:

- Most recent Council Tax bill (dated within the last 12 months)
- Utility bill (dated within the last three months)
- Bank or Building society statement (dated within the last month)
- Current valid UK driving licence
OR
- Current mortgage or tenancy agreement (dated within the last 12 months)



WARNING: Any person who knowingly and wilfully gives false information to a registrar for insertion in a marriage or civil partnership register or makes a false declaration to procure a marriage or civil partnership is liable to prosecution for perjury.

Evidence of the legal ending to any previous marriage or civil partnership

If you are divorced or had a marriage ended by the courts this should be:

- The original court stamped Decree Absolute issued by the County Court or High Court Family Division
 - If your divorce or dissolution is in another language, you will need to provide the original court document with an English translation
 - Consideration of foreign divorce documents may incur an additional fee. Please call **0345 60 80 198** for details.



If you are widowed or a surviving civil partner this should be:

- An original death certificate of your late spouse or civil partner
And
- If you are not named on the death certificate, an original marriage or civil partnership certificate

Evidence of change of name

If you are using a different name to the one used on any of your supporting documents, then you must provide further evidence to link all your names.

This may be in the form of:

- Previous marriage or civil partnership certificate(s)
- Change of name deed(s)

Notice Appointment Information

- You must give notice and supply the required supporting documents at least 29 days before your Wedding/ Civil Partnership
- The completed Notice Preparation Form and digital images of all supporting documents must be received by the registrar at least 2 working days prior to your appointment to give notice
- Do not attend the office if you or anyone in your household has Covid-19 symptoms or has been advised to self-isolate by the NHS
- Both you and your partner should complete a copy of this form (if you are both giving notice in East Sussex)
- Email your completed form and supporting documents to: registrar.crowborough@eastsussex.gov.uk

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About your wedding/civil partnership

Marriage or Civil Partnership	Marriage	Civil Partnership
Planned date of marriage/civil partnership		
Place of marriage/civil partnership		
Time of marriage/civil partnership		

About you

Your current forename (include any middle names)		
Your current surname		
Your previous/alternative names		
Your maiden name (if applicable)		
Your date of birth		
Your sex	Male	Female
Your marital status	Single Divorced/marriage annulled Widowed	Surviving civil partner Civil partnership dissolved
Your main or last occupation		
Are you retired?	Yes	No
Your nationality	British	Other (please specify)
Your home address and postcode		
How long have you lived at this address		
Your phone number (mobile phone preferred)		
Your email address		

Father's Information

Your father's full name		
Is he your.....	Natural or adopted father	Step-father
Is he still alive?	Yes	No
Your father's main or last occupation		
Is/was your father retired?	Yes	No

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Mother's Information (For Civil Partnerships Only)

Your mother's full name		
Is she your.....	Natural or adopted mother	Step-mother
Is she still alive?	Yes	No
Your mother's main or last occupation		
Is/was your mother retired?	Yes	No

About your partner

Their current forename (include any middle names)		
Their current surname		
Their previous/alternative names		
Their maiden name (if applicable)		
Their date of birth		
Their sex	Male	Female
Their marital status	Single Divorced/marriage annulled Widowed	Widowed Civil partnership dissolved
Their main or last occupation		
Are they retired?	Yes	No
Their nationality	British	Other (please specify)
Their home address and postcode		
How long have they lived at this address		
Are you or have you ever been related to your partner by blood, affinity, adoption, surrogacy, marriage or civil partnership?	Yes	No

Please attach your completed form and images of all supporting documents to an email and send to the Registrar

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