

Derby Registry Office – required documentation

The Law requires registration officers to view documentation at the time of giving your notice of marriage and a list of the required documentation is shown below. Please note that photocopies are not acceptable.

1. You are required to produce evidence of your name, surname, date of birth and nationality

- Valid passport
- National identity card issued by an EEA state or Switzerland
- Certificate of registration as a British citizen granted by the Secretary of State, together with a document to confirm current use of the name and surname from the list below at “Evidence of place of residence”
- If born in the UK **before** 1st January 1983, full UK birth certificate together with a document to confirm current use of name and surname from the list below at “Evidence of place of residence” and photo ID such as driving licence to confirm identity
- If born in the UK **after** 1st January 1983, full UK birth certificate showing parent’s details, and a document to show current use of name and surname from the list below at “Evidence of place of residence” and photo ID such as driving licence to confirm identity
- If you have been known by any other names during your lifetime, you must provide evidence of your name change and your original name, eg deed poll or change of name document, full birth certificate / adoption certificate, marriage certificate.

2. If either of you have been through any form of marriage or civil partnership in this, or any other country you are required to produce evidence of the ending of that previous marriage or civil partnership

- Decree absolute of divorce or nullity of marriage granted by a civil court in England and Wales
- Dissolution order or nullity order granted in England and Wales in accordance with the Civil Partnership Act 2004
- Death certificate of former spouse or civil partner
- Final document of divorce, nullity, dissolution, or annulment granted by a court or jurisdiction outside England and Wales. Please note that It will be necessary for



further investigations to be made by the General Register Office to consider whether the ending of your previous marriage or civil partnership appears capable of recognition in the UK under the Family Law Act 1986 or the Civil Partnership Act 2004. The review of your case will take at least **20 working days**, and depending on the nature of the documents it could take longer.

3. You are required to produce evidence of your place of residence

- Utility bill dated no more than three months before the date of notice appointment
- Bank or building society statement or passbook dated no more than one month before the date of notice appointment
- Council tax bill dated no more than one year before the date of notice appointment
- Mortgage statement dated no more than one year before the date of notice appointment
- Current residential tenancy agreement
- Valid driving licence

Where any documents listed above are not in English, a full translation must be provided.

