

# Celebrate with us

<http://gloucestershireregistrationservice.co.uk/your-ceremony/weddings-civil-partnerships>

## Weddings & civil partnerships

**It is your day so we want you to have an occasion to remember – either a simple registration with just two witnesses or a more traditional ceremony with best man/woman, bridesmaids, guests, music, readings, video and photographs.**

Gloucestershire Registration Service offers two options for your special day:

### Registration

A registration will comprise only of the couple, two witnesses and the registration officers conducting the legalities. The registration will take place in a designated room at a registration office. Although you would not make ring vows or have music or readings, it is still an occasion where you can make your legal commitment to each other. For details of our options, availability and booking a notice appointment please contact our ceremonies team at [ceremonies@gloucestershire.gov.uk](mailto:ceremonies@gloucestershire.gov.uk) or **01242 532455**.

### Ceremony

A ceremony allows you to make choices about the words you wish to say to each other and can include readings and music. You may invite as many guests as the room is licensed to hold but this number must include the couple and the two registration officers.

For further information about the format of the ceremonies we offer please contact our ceremonies team at [ceremonies@gloucestershire.gov.uk](mailto:ceremonies@gloucestershire.gov.uk) or **01242 532455**.

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### Booking your ceremony

You will need to book [Gloucestershire Registration Service](#) to conduct your wedding, and to contact your chosen venue, whether this is a registration office or approved venue. The majority of weddings tend to be in the Spring and Summer and popular dates and times are booked up very quickly.

Once you have made your booking our ceremonies team will confirm the details in writing. At the time of making your booking a non refundable booking fee will be required.

# Giving notice

**You must each give formal notice of your intention to marry or to form a civil partnership in person at a registration office in the district where you live. You are required to have lived in the district for at least eight days before giving notice.**

The minimum period between giving notice and when a ceremony can take place is currently twenty eight clear days\*. The certificate for marriage will be issued on the twenty ninth working day after giving notice and is valid for twelve months. It's therefore a good idea to give notice as soon as possible.

\*For couples where one or both of the parties is a non-EEA national with limited or no immigration status, the Home Office may extend the notice period to 70 days. Additional fees may apply at the point where the registration officer takes your legal notice. When you attend the appointment please ensure you have a means of payment otherwise your notice cannot be taken.

For detailed information on the requirements for giving notice and applying for visas, visit the [www.gov.uk](http://www.gov.uk) web site.

# Documents you need to provide

When you visit the registration office to give formal notice you will be required to produce the following as applicable: (Please note original or certified copies of documents are required, photocopies are not acceptable)

- full birth certificate or
- evidence of nationality - your passport
- if you were born after 01.01.1983 and you do not hold a passport you will, in addition to your own full birth certificate, need your mother's birth certificate or passport
- evidence of address - council tax bill, utility bill, bank statement , driving licence
- evidence of change of name (deed poll/statutory declaration)
- fee payable per person (additional fees may apply at the point where the registration officer takes your legal notice. When you attend the appointment please ensure you have a means of payment otherwise your notice cannot be taken)

If either of you are not a British Citizen or National of a country within the European Economic Area, you will need to attend together at a designated registration office for which additional information will be required at the notice appointment. In addition to the documents listed above if either party to the intended marriage is a foreign national (non-EEA) you will both need to bring one passport sized colour photograph to your notice appointment. If you do not bring a photograph we will not be able to take your notice.

For detailed information please visit: <https://www.gov.uk/marriages-civil-partnerships/giving-notice-at-your-local-register-office>

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## Previous marriage/civil partnership

If either of you have been married or entered into a civil partnership before you will need to bring one of the documents listed below as evidence that the marriage/civil partnership has ended and that you are free to marry:

- decree absolute following divorce
- decree of dissolution of civil partnership
- death certificate if a widow/widower/surviving civil partner
- decree of annulment

If you are unable to produce any of the documents in the lists above, please contact the ceremonies team prior to your appointment. If you fail to bring the appropriate documents then your notice will not be taken. Original documents are required, photocopies are not acceptable.

# How to book

**Whether you choose a simple registration or a more traditional ceremony you will need to make an appointment with Gloucestershire Registration Service.**

At the meeting we will discuss your choice of ceremony and the availability of our registration offices or your choice of a Gloucestershire Registration Service approved venue. We will also discuss the format of the ceremony.

Once you have made your booking, our ceremonies team will confirm the details in writing.

We will provide you with a unique reference number which relates to your booking. This reference number will be needed for when you [submit your ceremonies choices](#) on this website.

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## Submitting your ceremony choices

Before you are able to submit your ceremony choices online you will need to complete two steps:

1. book an appointment with Gloucestershire Registration Service to receive your unique reference number
2. [register on this website](#) to become a member

Once you have completed steps one and two you will have access to the [ceremony choices pages](#) – here you will be able to select the format of your ceremony.

A non-refundable booking fee of **£30.00** is payable at the time of booking to secure a ceremony booking (please note this booking fee cannot be paid by cheque). Please see our [cancellation and amendment policy 2014-15](#).