APPLICATION FOR A MARRIAGE CERTIFICATE

TO THE REGISTRATION OFFICER HAVING CUSTODY OF THE REGISTER

1. APPLICANT
   Name of applicant: Mr, Mrs, Miss/Ms (STATE NAME IN FULL)
   Full postal address: .................................................................
   Post Code: ............................ Telephone no: ..........................

2. Are you applying for your own marriage certificate? Yes/No

3. If not please state your relationship to the person to whom the certificate relates: ............................

4. DETAILS OF MARRIAGE CERTIFICATE REQUIRED

   MAN
   Surname
   Forenames
   Date of Marriage
   Place of Marriage

   WOMAN
   Surname
   Forenames
   Surname Before Marriage
   Any Other Surname Used Before This Marriage

5. REQUIREMENTS (for information about the types of certificate available see overleaf)

   MARRIAGE CERTIFICATE £................. I require ............... marriage certificate(s) (number)

6. REMITANCE ENCLOSED (POSTAL APPLICATIONS ONLY)

   I enclose a cheque/postal order for £ ...............................

7. Signature ................................................... Date ..................................................

PLEASE READ THE NOTES OVERLEAF before completing this form
POSTAL APPLICATIONS
If you apply by post please complete this form and enclose a stamped addressed envelope and the appropriate fee in sterling. Information about the cost of certificates may be obtained from any register office. All remittances should be made payable to “WBC” and crossed “& Co”.
DO NOT SEND CASH

This application form should be sent to the Superintendent Registrar of the district where the marriage occurred:

The Register Office
Wirral Registration District
Town Hall
Mortimer Street
Birkenhead
Wirral,
CH41 5EU

DO NOT use this form for making applications to the REGISTRAR GENERAL

SEARCHES OF MARRIAGE INDEXES
Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the marriage index, covering a period not exceeding 5 years, will be made but only where accurate details have been given of the death registration. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a GENERAL SEARCH in the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

GENERAL SEARCHES AT A SUPERINTENDENT REGISTRAR’S OFFICE
The indexes in a Superintendent Registrar’s office only relate to births, marriages and deaths which occurred within the Superintendent Registrar’s district.

A GENERAL SEARCH is a search of the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. By arrangement with the Superintendent Registrar a person making a GENERAL SEARCH may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate fee.

If a person making a GENERAL SEARCH is uncertain whether a reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, may verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.