**REQUEST FOR NOTICE OF MARRIAGE/CP APPOINTMENT AND/OR REQUEST TO BOOK A CEREMONY**

**Foreign Nationals only**

If you are a foreign national, please complete this form and then email it, along with the documents detailed below, to [registration@leics.gov.uk](mailto:registration@leics.gov.uk). You will receive a call within 10 working days to book you ceremony/notice of marriage appointment after your documents have been checked.

**Please note**: Even if you are giving notice in another district, and wish to book a ceremony with Leicestershire, you are still required to complete this form before a booking can be made.

Please do not contact us by phone unless you have not heard from us within the 10 working days.

Please complete the form with BOTH party’s information even if one is British.

|  |  |  |
| --- | --- | --- |
| Your full names | **Party 1** | **Party 2** |
| Your addresses with postcode |  |  |
| How long have you lived at that address? |  |  |
| Your contact phone numbers |  |  |
| Your nationalities |  |  |
| Have you already been through a wedding ceremony together? |  |  |
| Have you been married to someone else before? |  |  |
| Preferred ceremony venue |  |  |
| Preferred date and time |  |  |

The usual waiting period could be extended to 70 days if the Home Office wishes to investigate your immigration record. Please bear this in mind when you are thinking about your ceremony date. All notices expire 12 months after the date they are given.

**Please scan and email the following documents together with this form.**

* Passports or Travel Documents (details page)
* Visa letters/biometric cards if not contained in the passports
* Proof of current address – this can be a recent bank statement (less than 1 month), a utility bill (less than 3 months), UK driving licence, council tax bill for the current year or a current tenancy agreement.
* Any divorce documentation if applicable together with a full translation if not in English.
* Death certificate for former spouse if you are widowed together with a full translation if not in English.

If you are unable to provide any of these documents, please explain the circumstances in your email.

You will be required to bring all original documents to your appointment.