

ROCHDALE REGISTER OFFICE
APPLICATION FOR A MARRIAGE CERTIFICATE
 PLEASE READ GUIDANCE NOTES before completing this form

FOR REGISTER OFFICE USE ONLY

Register No.	Entry No.	Certificate No.
Date of Issue		

TO THE SUPERINTENDENT REGISTRAR - ROCHDALE

1 TO BE COMPLETED BY THE PERSON APPLYING FOR THE CERTIFICATE

Your full name	Mr. Mrs. Miss/Ms	
Your postal address		
	Post Code:	Telephone No:

2 Are you applying for your own marriage certificate? YES/NO

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

3 It would help us if you would state the purpose for which the certificate is required:

4 DETAILS OF MARRIAGE CERTIFICATE REQUIRED

MAN			WOMAN	
SURNAME			SURNAME BEFORE MARRIAGE	
FORENAME(S)			FORENAME(S)	
DATE OF MARRIAGE			PLACE OF MARRIAGE	
Day	Month	Year	NAME OF BUILDING, CHURCH OR REGISTER OFFICE AND LOCALITY	

5 REQUIREMENTS (for information about the types of certificate available please see notes)

A. STANDARD MARRIAGE CERTIFICATE £9.00 I require standard marriage certificate(s)
 £10.00 (If paying by credit/ debit card) NUMBER

6 REMITTANCE ENCLOSED (for postal applications only)

I enclose a cheque/postal order for £..... Made payable to **RMBC** with a stamped addressed envelope. You can also pay by credit or debit card

CARD NUMBER

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Name on Card Issue no. (Switch only) Card expiry date Card start Date 3 digit security code

7 Signature

Date

INFORMATION ABOUT MARRIAGE CERTIFICATES

STANDARD CERTIFICATES

This is a full copy of the marriage entry.

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 can be obtained from any register office. All remittances should be made payable to **Rochdale MBC** and crossed "/& Co/". **DO NOT SEND CASH.**

FEES

Fees for copy certificates will vary depending on how you wish to apply. Please see the website for details http://www.rochdale.gov.uk/births_deaths_and_marriages/copy_certificates.aspx

This application form should be sent to the Superintendent Registrar Rochdale

SUPERINTENDENT REGISTRAR
ROCHDALE REGISTER OFFICE
TOWN HALL
VICARS GATE ENTRANCE
ROCHDALE
OL16 1AB

You can also e-mail these details as a file attachment to this office
Register.office@rochdale.gov.uk

Payment can then be made by credit /debit card by telephoning 01706 924783/4

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 marriage 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 make enquiries of the Superintendent Registrar.

GENERAL SEARCHES AT A SUPERINTENDENT REGISTRAR'S OFFICE

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent Registrar's district.

A GENERAL SEARCH is a search in 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 or 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, will 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.