

CHECKLIST OF DOCUMENTS

to be produced to the Surrogate when applying for a Common Licence

All applicants must take to the Surrogate:

- Original documents (for each person, two separate documents to prove name and address)
- The fee in cash

The Surrogate can inform the couple of the amount of the fee when arranging the appointment

Persons who have been divorced and whose former spouse is still alive:

The officiating priest sends to the Surrogate

- Additional Questions (Additional Paper 3) completed in respect of each divorced person, with, attached to it:
- Decree absolute (not nisi) of divorce (original or certified copy)

Persons who are not nationals of the UK, EEA or Switzerland

- If either person wishing to marry is a non-EEA national, a completed Preliminary Questionnaire (Additional Paper 4 Part 4) in respect of *each* person must be produced to the Surrogate.

The preliminary procedure (section 13 and Additional Paper 4) must have been completed first. The officiating priest sends the Chancellor's decision letter to the Surrogate.