

## **Guidance Notes for the completion of the Civil Partnership Notice Application Form (CP10)**

By law, both parties must be aware of a proposed civil partnership registration and independently complete and submit a civil partnership notice form to the registration office in the district where the registration or ceremony is to take place, and **not to** the National Records of Scotland.

It is important to make early arrangements to agree the date and time with the registrar or celebrant who will perform your registration or ceremony.

The registrar must be in receipt of your completed civil partnership notice forms **no later than 29 days** before the intended registration or ceremony but **it is advisable to give 10 - 12 weeks' notice** to allow time to check your notices and accompanying documents and ensure that there is no impediment to the proposed civil partnership. Only in exceptional circumstances will the Registrar General authorise a registration or ceremony to take place if 29 days' notice has not been given.

Do not delay giving notice simply because you are waiting for supporting documentation. It is better to give notice first and then pass the documents to the registrar when they become available. However all documents must be made available to the registrar before the registration or ceremony can proceed.

When you give notice, you will be required to sign the declaration on the civil partnership notice form to confirm that the information is correct.

### **Section A: About the Proposed Civil Partnership**

Please provide the date and the place (including venue name and address)

### **Section B: About yourself**

Please complete questions 3-12 to provide details about yourself.

B3: Please provide the name you are known by and using when submitting your civil partnership notice.

B12: Usual residence – Please confirm the address of your usual residence. When submitting notice to the registration office you will be required to provide the registrar with proof of this address.

### **Section C – About your father/parent & Section D – About your mother/parent**

Please complete questions 13-21 to provide details about parent(s).

The use of “parent” refers to the person(s) named on your birth entry or your adoptive parent(s) and does not, for example apply to a step-parent.

In relation to same-sex parents “parent” is as defined by the Human Fertilisation and Embryology Act 2008. It also relates to same-sex adoptive parents.

## **Section E – About your parents**

These questions are asked to enable the registrar to record your parentage appropriately in your Civil Partnership Schedule.

## **Section F – About the Celebrant**

Complete this part if you intend to have a religious or belief ceremony.

For a religious civil partnership please indicate which faith your celebrant belongs to, or for a belief civil partnership which body or organisation your celebrant is affiliated to.

## **Section G – About the other party to the civil partnership**

Please provide the personal details of the second party to the civil partnership. Remember that each party must complete a separate civil partnership notice form ([CP10 form](#)) to be submitted to the registrar.

## **Section H – Documents to be submitted by you with this Notice**

When giving or sending the civil partnership notice forms to the registrar each of you must supply the following documents. **If you are unable to provide official certificates/documents, please contact the registrar for further advice.**

H27: Your birth certificate, or if you are adopted, your adoption certificate. An authorised photocopy is not acceptable.

H28: If you have been married or in a registered civil partnership before and the marriage or civil partnership ended in divorce, dissolution or annulment, a decree of divorce or dissolution or annulment or a certified copy decree is required. A decree granted outwith Scotland must be absolute or final – a decree nisi is not acceptable. Only the document relating to the termination of your most recent marriage or civil partnership is required.

H29: If your former spouse or civil partner is deceased, a copy of their death certificate is required.

H30: If you are in an existing civil partnership, you should provide your civil partnership certificate.

**Documents not in English must be accompanied by a certified English translation**

**Completed civil partnership notice forms and accompanying documents should be submitted to the registration office located in the district where the proposed civil partnership registration is due to take place.**

**Should your plans change or you wish to postpone your civil partnership registration please notify the registrar as soon as possible.**

**Further information and fees payable:**

For general advice and guidance for civil partnership registration in Scotland please email the [Marriage & Civil Partnership team](#)

Details of fees payable and payment methods can be obtained from the [registration office](#) where you will be submitting your civil partnership notice forms.