

## **Guidance Notes for the completion of the Marriage Notice Application Form (M10)**

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

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

The registrar must be in receipt of your completed marriage notice forms no later than 29 days before the intended marriage 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 marriage. Only in exceptional circumstances will the Registrar General authorise a marriage 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 marriage can proceed.

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

### **Section A: About the Proposed Marriage**

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

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

Please complete questions 3-13 to provide details about yourself.

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

B13: Designation – Regardless of sex or gender identity it is open to you to choose a designation. This will be recorded on the marriage schedule, marriage register and marriage certificate. It is important that you check with the person solemnising the marriage that they are content with your choice of designation.

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

Please complete questions 14-21 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 mother’s maiden surname appropriately in your marriage schedule.

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

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

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

### **Section G – About the other party to the marriage**

Please provide the personal details of the second party to the marriage. Remember that each party must complete a separate marriage notice form ([M10 form](#)) to be submitted to the registrar.

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

When giving or sending the marriage 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 unauthorised 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: **Non-UK nationals who have not been resident in the UK for 2 years** may require a certificate of no impediment issued by the appropriate authority in your country of domicile to state that you are free to marry. **If you are unable to obtain such a document please refer to your registrar or NRS Marriage Team(link email) for guidance.**

Non-UK nationals who have been resident in the UK for 2 years or more - may be asked to provide a utility bill or bank statement dated 2 years or more prior to the date notice is submitted as evidence.

All Non-UK nationals will be required to complete and submit a [Declaration of Status by Non-UK nationals](#) and provide evidence in support of your declaration with your marriage notice form.

H31: If you are in an existing civil partnership, you should provide your civil partnership certificate.

H32: If you are in an existing marriage, you should provide your marriage certificate.

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

**Completed marriage notice forms and accompanying documents should be submitted to the registration office located in the district where you intend to be married.**

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

**Further information and fees payable:**

For general advice and guidance for getting married in Scotland please email the Marriage & Civil Partnership team:- [marriage@nrscotland.gov.uk](mailto:marriage@nrscotland.gov.uk)

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