

POLICY 2.7.3 Marriage Forms

SUMMARY

1. The forms in this policy are to be used in the creation of Marriage Records, as described in Policy 2.7.1.
2. The parish priest who prepares a couple for marriage is responsible for ensuring all marriage forms are properly completed, signed and dated.
3. Every Marriage Record is kept in the parish where the marriage is celebrated, in perpetuity.

FORMS

Marriage Form 1 - Initial Interview of Couple

Marriage Form 2 - Individual Interview of Bride and Groom

Marriage Form 3 - Concerning Proof of Freedom to Marry

Marriage Form 4 - Concerning Baptismal Status

Marriage Form 5 - Request for Dispensation, Permission/Permission of Pastor/Delegation to Assist

Marriage Form 6 - Previous Relationships and Natural Obligations

Marriage Form 7 - Notice of Marriage for the Baptism Record

Marriage Form 8 - Checklist of Required Documents for Marriage

RELATED POLICIES

2.7.1 Requirements for Marriage

The forms in this policy are adapted from *Canonical and Pastoral Guide for Parishes*, Canadian Edition, 2006, Chapter XIII, Part 1- Marriage Forms.

This policy should be read in conjunction with Policy 2.7.1 Requirements for Marriage and Chapter VI of *Canonical and Pastoral Guide for Parishes*.

The parish priest who prepares the couple for marriage has the principal responsibility for ensuring the completeness of the Marriage Record, as described in Policy 2.7.1. It is important that all required forms and documents are legible and complete.

The Marriage Record is kept in perpetuity in the parish where the marriage is celebrated.

ALL MARRIAGE RECORDS INCLUDE:	Priest	Parties
Marriage Form 1 - Initial Interview	•	
Marriage Form 2 - Individual Interview	•	
Two forms completed by the priest via individual and independent interviews: one for the groom and one for the bride.		

Birth Certificates		•
The bride and the groom each provide a copy of a civil birth certificate, to establish identity.		
Baptism Certificate(s) for Catholic(s) issued in last 6 months		•
Baptism Certificate for Christian baptism of non-Catholic party		•
Evidence of completion of Marriage Preparation course or program		•
The couple provides a copy of a certificate of completion for a recognized Marriage Preparation course		
AS REQUIRED BY CIRCUMSTANCES:	Priest	Parties
Marriage Form 3 – Proof of Freedom to Marry (witness statement)	•	
To be completed by the priest via interview of one parent or two witnesses for non-Catholic party		
Marriage Form 4 – Concerning Baptismal Status of non-Catholic	•	
To be completed by the priest via interview of one parent or two witnesses for non-Catholic party who declares but cannot prove Christian baptism AND the priest is satisfied that it is more likely than not that the person has been baptized.		
Marriage Form 5 – Request for Permission & Dispensation/Permission of Pastor/ Delegation to Assist	•	
<ul style="list-style-type: none"> • Request for Permission & Dispensation: To be completed by the priest and sent to the Office of the Chancellor with the entire marriage record. This includes indicating the reasons for making the request (on the reverse side of the form). • Permission of Pastor: This permission is given by the Pastor <u>to his parishioner(s)</u> who is to be married in another parish. • Delegation to Assist: To be completed by the parish priest when <u>a member of clergy from outside of the Archdiocese</u> will officiate at the marriage. The parish priest must also contact the Office of the Chancellor to request a temporary Clergy Registration number for the visiting cleric. 		
Marriage Form 6 – Details of Previous Marriage(s)	•	•
To be completed by the party or parties to the marriage and the priest (or other interviewer). The priest must ensure that the divorce certificates and Declarations of Nullity OR the death certificates are attached to the form.		
Marriage Form 7 – Notice of Marriage for Baptism Record	•	
Marriage Form 8 - Checklist	•	

Amended by the College of Consultors on 15 December 2010

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