

Vicars Authorisation Letter

To allow Civil Preliminaries for a Wedding in Church of England or Wales

If a couple wish to marry in the Church of England normally banns will be read in Church and they will be married by ecclesiastical banns. In such cases Cumberland Registration Service will not be involved in the ceremony and there is no need to involve us until after the ceremony when the schedule is sent to us for Registration by the clergy.

If your clergy have advised they are unable to read banns, but they are still satisfied to marry you, you will be required to obtain a Marriage Schedule from the Registration Service and you will be required to bring this signed form to your appointment.

Whilst a notice of marriage must be given at least twenty-eight clear days before the intended date of marriage this does not include the day of giving notice and therefore it is actually on the 29th day that any documents are produced or the next business day if this falls on a weekend.

A notice of marriage can be valid for up to twelve months from the day it is taken out, we understand clergy may prefer this is done a maximum of three months in advance of the marriage date. Please liaise with the clergy in this regard.

There are strict conditions applied to giving notice of intent to marry. Please note below the different circumstances which may apply to you.

1. [Both of you live within the boundaries of the Parish covered by the church](#)
If you both live within the boundaries of the Parish covered by the church in which you wish to marry, and you are not having banns read, you will need to make an appointment with the Superintendent Registrar of the registration district in which the parish is situated, to give notice that you intend to marry. You should check with the local Clergy if your residency falls within the Parish and have the Vicars Authorisation letter completed and ensure you bring it to your appointment
2. [One of you lives within the parish boundaries of the said church, and the other party resides within the registration district \(Cumberland\)](#)
If one of you lives within the parish boundaries of the said church, and the other party resides within the registration district (Cumberland) in which the parish is situated, and you are not having banns read, you will need to make an appointment with the Superintendent Registrar of the registration district in which the parish is situated, to give notice that you intend to marry. You should check with the local Clergy if your residency falls within the Parish and have the Vicars Authorisation letter completed and ensure you bring it to your appointment.

3. One of you lives within the parish boundaries of the said church, and the other party resides outside the registration district (Cumberland)

If one of you lives within the parish boundaries of the said church, and the other party resides outside the registration district (Cumberland) in which the parish is situated but still within England or Wales, and you are not having banns read, the party residing within the parish will give notice at the register office in which the parish is situated (any office in Cumberland), and the other will need to give notice at his or her own local register office. The party in Cumberland should have the Vicars Authorisation letter completed and ensure you bring it to your appointment

4. Neither of you live within the parish

If neither of you live within the parish, one or both of you will need to reside at an address within the parish boundaries for a period of 7 clear days. The first and last day do not count and therefore it is in effect 8 nights and you can give notice on the 9th consecutive day. Whilst you can leave the parish during the day the nights must be spent in the parish. You can give notice of intent after the 9th day provided you haven't broken the residency. So, you may decide to spend 14 nights but as long as it is a minimum of 8 nights and that the residency, however long, is unbroken, you are then deemed resident. If the last day of your residency falls on a day when the Register Office is closed, you must stay at the address until you have had an appointment with a Registrar and had an interview to give notice of intent to marry.

If only one party is undertaking residency, the other person must give notice on the same day in their home district anywhere in England or Wales (for Scotland - see separate section). The reason being if you give notice before the 9th day you cannot say one party is resident and give their address as within the parish, thereby losing the qualification to marry. If you wait until after and the residency has been broken the person is then no longer resident and no longer qualifies. Both notices must be the same and one party must be resident in the parish of the church in which you wish to marry.

Please ensure you have the Vicars Authorisation letter completed and ensure you bring it to your appointment for either or both parties giving notice in Cumberland.

5. If a couple are normally resident in Scotland

****Important Information****In Scotland the legal paperwork is only valid for 3 months. It is critical therefore that either both do full residency in the Parish of the Church, or if one party does a residency then they can only give notice of intent within 3 months of the wedding. One Party would give Notice in Scotland and the other one in the Parish boundary of the said church.

One or both of you will need to reside at an address within the parish boundaries for a period of 7 clear days. The first and last day do not count and therefore it is in effect 8 nights and you can give notice on the 9th

consecutive day. Whilst you can leave the parish during the day the nights must be spent in the parish. You can give notice of intent after the 9th day provided you haven't broken the residency. So you may decide to spend 14 nights but as long as it is a minimum of 8 nights and that the residency however long is unbroken they are then deemed resident. If the last day of your residency falls on a day when the Register Office is closed you must stay at the address until you have had an appointment with a Registrar and had an interview to give notice of intent to marry.

If only one party is undertaking residency, the other person must give notice on the same day in their home district. The reason being if you give notice before the 9th day you cannot say one party is resident and give their address as within the parish, thereby losing the qualification to marry. If you wait until after and the residency has been broken the person is no longer resident and no longer qualifies. Both notices must be the same and one party must be resident in the parish of the church in which you wish to marry.

Please ensure you have the Vicars Authorisation letter completed and ensure you bring it to your appointment for either or both parties giving notice in Cumberland.

6. If either party is subject to immigration control or has EUSS settled status, pre-settled status or a pending application please read the additional conditions on our website that may apply

Vicars Authorisation Letter

To ensure we record the correct information relating to the church, and to avoid any inconvenience at your notice of intent to marry appointment with the Registration Service, please ensure your vicar completes this form and you bring it with you to your Notice of Marriage appointment

Brides Full Name		
Grooms Full Name		
Full name of Church		
Full Parish name		
Date of Ceremony		
I can confirm that the couple named above have requested to be married at the Church named above under the following entitlement:		Please tick those which apply
The church is in the ecclesiastical parish or district in which one or both live		
One or both parties to the marriage is/are on the parish's electoral roll		
One or both parties to the marriage has/have a Qualifying Connection to the church, as defined in section 1 of the Church of England Marriage Measure 2008		
One or both parties has completed the appropriate residency as detailed above within the ecclesiastical parish in which one or both live.		
I/we have agreed to conduct this marriage in accordance with the marriage rites of the Church of England		
The marriage could have taken place by banns or common licence if the couple were not excluded by the Immigration Act 2014		
Another reason precludes the calling of banns – please provide details		
Name		
Signed		
Position at Church		
Contact Number and e-mail address		