



ARCHDIOCESE OF ST ANDREWS & EDINBURGH
PRE-NUPTIAL ENQUIRY FORM
to be used for all marriages



PLEASE PRINT ALL INFORMATION

EDITION 6

Bride's full name _____

Groom's full name _____

Date of Wedding _____ Prot. No _____

SECTION A

PARISH WHERE RESIDENT:

| | |
|----------------------------------------------------|----------------------------------------------------|
| Bride _____ _____ _____ _____ _____ | Groom _____ _____ _____ _____ _____ |
|----------------------------------------------------|----------------------------------------------------|

Name & place of Marriage: _____

Name of Diocese in which Marriage is to take place: _____

BEFORE THE WEDDING

Civil Requirements

Registrar Notified

Registrar's Schedule Received

Church Requirements

| | | |
|--------------------------|--------------------------|--------------------------|
| | Bride | Groom |
| Baptism Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirmation Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| Letter of Freedom | <input type="checkbox"/> | <input type="checkbox"/> |

AFTER THE WEDDING

| | | |
|---------------------------------------------------------|--------------------------|--------------------------|
| Details entered in Parish Register | Bride | Groom |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| Notification of Place of Baptism of Catholic Party(ies) | <input type="checkbox"/> | <input type="checkbox"/> |

Please indicate whether these papers relate to a CONVALIDATION? YES NO

PASTORAL NOTES AND CANONS

These notes are not intended as a complete exposition of the law regarding the celebration of marriage, rather they are an attempt to address some of the most commonly encountered pastoral situations.

Sacramental Preparation for Marriage

Can. 1065: §1 *Catholics who have not yet received the sacrament of confirmation are to receive it before being admitted to marriage, if this can be done without grave inconvenience.*

§2 *So that the sacrament of marriage may be fruitfully received, spouses are earnestly recommended that they approach the sacraments of Penance and the blessed Eucharist.*

The Proper Place for the Celebration of Marriage

Can. 1115: *Marriages are to be celebrated in the parish in which either of the contracting parties has a domicile or a quasi-domicile or a month's residence or, if there is a question of *vagi*, in the parish in which they are actually residing. With the permission of the proper Ordinary or the proper parish priest, marriages may be celebrated elsewhere.*

The Parish Church is the only lawful place for the celebration of marriage unless other provision has been made or there is a danger of death. (cf. can. 1118).

The marriages of all *vagi* must be referred to the Ordinary (cf. can. 1071 §1, 1^o).

When a couple request marriage in a parish where neither have the residence qualification of can. 1115, it happens sometimes that there is confusion as to which parish priest is responsible for preparing the couple for marriage and completing the pre-nuptial enquiry. The law is clear that it is always the obligation and right of the proper pastor of the Catholic party (one of the Catholic parties) to prepare his subjects for marriage. By common agreement this obligation may be transferred to the parish priest of the place of marriage or to some other priest or deacon. The marriage should be recorded in the registers of the place of marriage and it is this parish that should keep the pre-nuptial papers.

Prior Marriage

It is essential that where a party to a proposed marriage has entered into a previous religious or civil union, NO arrangements are made for the solemnising of the proposed marriage until canonical freedom to marry has been decreed by the Tribunal or Chancery. ALL cases where someone previously married expresses the intention to marry again, except where the prior marriage was dissolved by death and an authentic death certificate is produced, MUST be referred to the Chancery.

Marriages of Eastern Rite Catholics

Marriages between two Eastern Rite Catholics or between an Eastern Rite Catholic and a non-Catholic should be referred to the Chancery Office. The marriage of an Eastern Rite Catholic and a Latin Rite Catholic may be handled in the usual manner by the parish priest of the Latin Rite Catholic, however, a deacon may not be delegated to officiate.

Preparation Times

Couples should give at least 6 months notice of their intention to marry. Extracts from parish registers should not be older than 6 months. Documents for dispensations and permissions must be submitted to the Chancery Office to allow sufficient time to ensure all the necessary requirements have been met and that paperwork can be sent to Dioceses abroad where necessary and in sufficient time for the wedding. Timescales are: not less than 4 weeks before the wedding if it takes place within the UK and **not less than 8 weeks before the wedding if it is outside the UK.**

Please observe the minimum times given for submitting to the Chancery Office.

Finally, if you are in any doubt about how to proceed in a given case,
please phone the Chancery Administrator, Anne Riley, on (0131) 623 8908.

DATA PROTECTION AND GDPR

Your personal data is being processed under Article 6: 1(f), the legitimate interest clause, of the UK GDPR and will be used for the purpose of documenting the dispensations and permissions required by the Catholic Church in the preparation of marriages. The Church does not require your explicit consent to process your data as, without it, marriage dispensations and permissions cannot be processed, however, we ask for your co-operation in this part of your marriage preparation.

The Archdiocese of St Andrews & Edinburgh will store your data electronically on a secure server which is only accessible by Archdiocesan Chancery Office Employees who have the necessary permissions to do so and hard copies are stored in a locked filing room, to which only the Chancery Office staff have access. It will also be recorded in Parish marriage and baptismal registers.

Under this clause, the Archdiocese of St Andrews & Edinburgh has the right and obligation to share your data with other Dioceses in the UK or abroad where applicable. Where documents are sent to countries which may not have robust data protection legislation, every effort will be made by the Archdiocese to ensure this is done in a secure manner.

Personal data relating to marriages is held in perpetuity.

Bride

Groom

Signed _____

Signed _____

Date _____

Date _____

BRIDE

Full Name _____

Place & Date of Birth _____

Place & Date of Baptism _____

Present Religion _____

Place & Date of Confirmation _____

Present Address _____

Post Code _____

Telephone No. _____

Email _____

Your Parish (if Catholic) _____

How long have you lived at your present address? _____

Please list any previous addresses you have had since your sixteenth birthday (continue on separate page if necessary)

Father's Name _____

Bride's Occupation _____

Mother's Name _____

Mother's Maiden Name _____

Are you related to the person you intend to marry by blood, by marriage or by adoption? _____

YES / NO

Have you ever been married before, either in church or some other place? _____

YES / NO

If your answer is YES, please complete the following section.

To whom were you married? _____

When? _____ Where? _____ Marriage Cert. No. _____

Has your former spouse died? YES / NO If yes, please present a copy of the death certificate.

Has the marriage been dissolved civilly by DIVORCE? YES / NO Decree No. _____

Please present a copy of the decree.

Have you ever been PERPETUALLY PROFESSED as a Religious? YES / NO Decree No. _____

Please present a copy of the decree.

Has a DECREE OF NULLITY been granted by the Church? YES / NO Decree No. _____

Please present a copy of the decree.

Except when a marriage has been dissolved by death and an authentic death certificate has been presented, requests for dispensations for a second marriage must be referred to the Chancery. NO DEFINITE ARRANGEMENTS SHOULD BE MADE FOR THE MARRIAGE TO TAKE PLACE UNTIL CLEARANCE HAS BEEN GIVEN.

The details I have given above are, to the best of my knowledge, accurate.

Date _____ Signature of Bride _____

GROOM

Full Name _____

Place & Date of Birth _____

Place & Date of Baptism _____

Present Religion _____

Place & Date of Confirmation _____

Present Address _____
Post Code _____ Telephone No. _____
Email _____

Your Parish (if Catholic) _____

How long have you lived at your present address? _____

Please list any previous addresses you have had since your sixteenth birthday (continue on separate page if necessary)

Father's Name _____

Groom's Occupation _____

Mother's Name _____

Mother's Maiden Name _____

Are you related to the person you intend to marry by blood, by marriage or by adoption? YES / NO

Have you ever been married before, either in church or some other place? YES / NO
If your answer is YES, please complete the following section.

To whom were you married? _____
When? _____ Where? _____ Marriage Cert. No. _____
Has your former spouse died? YES / NO If yes, please present a copy of the death certificate.
Has the marriage been dissolved civilly by DIVORCE? YES / NO Decree No. _____
Please present a copy of the decree.
Have you ever been PERPETUALLY PROFESSED as a Religious or ORDAINED as a priest or deacon?
Please present a copy of the decree. YES / NO Decree No. _____
Has a DECREE OF NULLITY been granted by the Church? YES / NO Decree No. _____
Please present a copy of the decree.
Except when a marriage has been dissolved by death and an authentic death certificate has been presented, requests for dispensations for a second marriage must be referred to the Chancery. NO DEFINITE ARRANGEMENTS SHOULD BE MADE FOR THE MARRIAGE TO TAKE PLACE UNTIL CLEARANCE HAS BEEN GIVEN.

The details I have given above are, to the best of my knowledge, accurate.
Date _____ Signature of Groom _____

The priest or deacon preparing the couple for marriage has the duty to ensure that potential spouses receive a full and understandable explanation of the meaning of Christian Marriage; its obligations, unity and indissolubility. He should be satisfied that they are entering marriage freely, without pre-conditions and with sufficient knowledge of the responsibilities of marriage.

The following questions should be asked **after** the required marriage preparation course has been attended and each party should be interviewed separately.

BRIDE

GROOM

Concerning Free Will

YES / NO

Are you coming to this marriage freely, without conditions attached to your consent?

YES / NO

YES / NO

Is anyone (or any situation) putting any pressure on you to enter this marriage?

YES / NO

YES / NO

As far as you know, is the person you hope to marry under any pressure to do so?

YES / NO

YES / NO

Concerning the Lifelong Nature of Marriage

Are you willing to undertake marriage as a lifelong commitment to your future spouse?

YES / NO

Concerning Children

YES / NO

Are you willing to see your marriage as an invitation to bring children into the world and to care for them and bring them up wisely and well as their first educators?

YES / NO

YES / NO

Concerning Faithfulness in Marriage

Are you willing in your conjugal relationship to be completely faithful to your future spouse?

YES / NO

After interviewing the couple, the **priest** or **deacon** should complete the following:

What form of preparation has the couple received?

In your personal opinion, are the parties ready for marriage? _____

Are you satisfied that each is entering the marriage of her/his own free will? YES / NO If No, give reasons: _____

Are you aware of any other invalidating impediments to this marriage? _____

Any further comments: _____

Signature of Priest/Deacon _____ Date _____

PERMISSIONS AND DELEGATIONS FROM THE PARISH

SECTION B

PERMISSION TO MARRY OUTSIDE THE PARISH OF DOMICILE

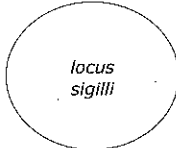
Permission to marry outside the parish (IN A PLACE WHERE NEITHER PARTY HAS THE RESIDENCE QUALIFICATIONS REQUIRED BY CAN. 1115).

Has the Catholic a residential qualification in your parish? YES / NO

If you have answered 'No', have you obtained written permission from the parish priest of the bride/groom for the marriage to take place outside their parish of domicile? YES / NO

Please include a copy of the email/letter of permission from the parish priest.

Signature of Priest/Deacon _____ Date _____



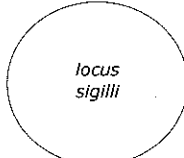
SECTION C

DELEGATION OF MARRIAGE

Delegation (when the marriage is to take place BEFORE ONE WHO IS NOT THE PARISH PRIEST OR HIS ASSISTANT). This delegation is required for **validity** (cf. can. 1111). The parish priest must sign the declaration below or provide it separately.

I hereby delegate/sub delegate _____ to assist at the above mentioned marriage.

Signature of Priest / Assistant _____ Date _____



DISPENSATIONS AND OTHER CANONICAL ACTS

Application **must** be made to the Chancery Office for:

- a) Marriages involving EASTERN RITE CATHOLICS or members of ORTHODOX CHURCHES
- b) Dispensations from
 - Disparity of Cult
 - Mixed Marriage permissions
 - Canonical Form
- c) Marriages requiring Radical Sanation

SECTION D

CATHOLIC PARTY'S DECLARATION OF INTENT

To be completed by the Catholic Party in ALL cases seeking dispensations or permissions

The **Catholic Party** to any marriage where the other party is not a Catholic must make the following declaration and promise:

DECLARATION OF INTENT

I declare that I am ready to uphold my Catholic Faith and to avoid all dangers of falling away from it. Moreover, I sincerely undertake that I will do all that I can, within the unity of our marriage, to have any children resulting from our union baptised and brought up in the Catholic Church alone.

Signature of the Catholic Party _____ Date _____

To be completed by the Priest/Deacon preparing the paperwork:

The Priest or Deacon makes the following declaration: The Catholic Party has read and signed or made verbally before me the above declaration and promise with the knowledge of, and following an explanation to, the non-Catholic party. In my opinion, the non-Catholic will not oppose the fulfilment of these undertakings in such a way as to make them meaningless. The couple have completed a programme of Catholic marriage preparation and **I submit the following reasons in support of this application:**

REASONS: _____

Signature of the Priest/Deacon _____ Date _____

SECTION E

PERMISSION FOR MIXED RELIGION MARRIAGE

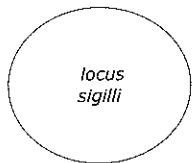
PERMISSION FOR A MIXED MARRIAGE AND/OR CONVALIDATION

Having given due consideration to the reasons above, the requested permission for a Mixed Religion marriage/a Convalidation [delete as appropriate] is granted. *Ad cautelam*, in the case of a Mixed Religion marriage, a dispensation from the impediment of Disparity of Worship is also granted, providing for the possibility that the non-Catholic's baptism is invalid.

Given at _____

Ordinary/Chancellor _____ Date _____

Prot No. _____



SECTION F

DISPENSATION FROM THE IMPEDIMENT OF DISPARITY OF CULT

Application: I request a Dispensation from the impediment of Disparity of Cult so that the above named Catholic can enter into a valid marriage with the above named **non-baptised person**, and I submit the **following reasons:** _____



Parish Priest/Assistant _____ Date _____

In accordance with cann. 1078; 1086, §1; 1125, 1126, I hereby grant a Dispensation from the Impediment of Disparity of Cult so that the above named Catholic may enter into a valid marriage with the above named un-baptised person.

Given at _____ Ordinary/Chancellor _____

Date _____

Prot No. _____



SECTION G

DISPENSATION FROM THE CANONICAL FORM OF MARRIAGE

N.B. Only granted for serious and compelling reasons.

Couples should make no arrangements until they have been assured of the dispensation.

Application: the couple named herein wish to be married according to the rites of _____

The ceremony will take place at (please provide full address) _____

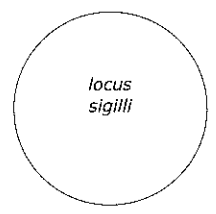
I submit the following reasons in support of their application for the required Dispensation from the Canonical Form of Marriage:

Parish Priest/Assistant _____ Date _____

In accordance with can. 1127 §2, I hereby grant a Dispensation from the Canonical Form of Marriage so that the above named Catholic may enter into a valid marriage with the above named non-Catholic in the place of worship named above and according to the marriage rite indicated above. (Once the Chancery has granted dispensations and permissions, the papers are returned to and retained by the parish where the marriage preparation was done.)

Given at _____ Ordinary/Chancellor _____

Date _____ Prot. No. _____



SECTION H

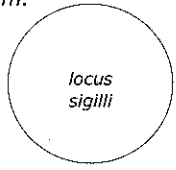
TESTIMONIAL LETTERS

LITTERAE TESTIMONIALES

Visis documentis hisce alligatis, testamur _____
_____ esse in statu libero ad
matrimonium contrahendum, dummodo interveniat NIHIL OBSTAT illius dioceses in qua matrimonium sit contrahendum.

Datum _____ Ordinarius/Cancellarius _____

Locus _____



SECTION I

FINAL PERMISSIONS - For Office use only

NIHIL OBSTAT & EXSEQUTUR

Visis documentis hisce Curiae exhibitis, NIHIL OBSTAT quominus matrimonium de quo supra contrahatur, servatis de iure servandis.

Datum _____ Ordinarius/Cancellarius _____

Locus _____



**ARCHDIOCESE OF ST ANDREWS & EDINBURGH
Notification of Marriage**

Name of Catholic Spouse _____

son/daughter of _____ and _____

Baptised at _____ on _____ (Your ref: _____)

was married to _____

son/daughter of _____ and _____

in the church of _____

Address _____ on _____

Please enter these details in the baptismal registers in your care, complete this form and return it to the address above.

I confirm that the above details have been entered in the baptismal registers:

Signed _____ Priest Date _____

**ARCHDIOCESE OF ST ANDREWS & EDINBURGH
Notification of Marriage**

Name of Catholic Spouse _____

son/daughter of _____ and _____

Baptised at _____ on _____ (Your ref: _____)

was married to _____

son/daughter of _____ and _____

in the church of _____

Address _____ on _____

Please enter these details in the baptismal registers in your care, complete this form and return it to the address above.

I confirm that the above details have been entered in the baptismal registers:

Signed _____ Priest Date _____