



## Civil Marriage – a step by step guide

### 1. Making the Booking...

Once you have made the provisional booking with us, it is then your responsibility to contact the Registrar to ascertain if he/she is available on your chosen day!

### 2. Giving Notice of Marriage...

Having booked the venue and the Registrar, you must then arrange to give a notice of marriage at the Registry Office where you live. It is advisable to book an appointment to see your local Registrar as soon as possible after fixing your date– during the interview he/she will look through the documents you need to produce (normally 2 forms of identification and proof of address) and you can pay the fee. The Registrar will also tell you when you can collect your Certificates for Marriage. These documents are very important – without them you can't get married – and will need to deliver them to the Yeovil Registry Office **PRIOR** to your wedding day. Ideally you should bring/send them as soon as you get them.

### 3. Arranging the Ceremony...

At least one month before the wedding you should make an appointment with the Superintendent Registrar of the Yeovil Office to discuss the format of your day and to pay his or her fees. If you are including readings you should bring a copy of them with you to show the Registrar and check that they are allowed. Please note any readings you choose must not contain references to any religion or the Bible including the writings of modern prophets such as Kalil Gibran. During the meeting the Registrar will explain to you what happens on the wedding day – think of this as your 'rehearsal' and keep going over it until you feel comfortable!

### 4. On the Day...

The Registrar will arrive at least 15 minutes before the ceremony. The Registrar will conduct a short interview with the groom to confirm the details on the Marriage Certificate. The interview lasts for about 5 minutes and normally takes place in the Dower House. The Bride follows with a short interview in the bridal suite and then meets up with the Groom in the Dower House!

### 5. A few last things to remember...

- You must be married at the time you have booked – so make sure your photographer allocates enough time before the ceremony begins for essential photographs
- The marriage register itself is not allowed to be photographed – it contains other peoples personal information; there is a 'Mock Signing' of the register after the ceremony, with you posing for the shot...and with the registrars out of the way!
- Tell the photographer to wait until the Superintendent has finished speaking (usually by congratulating you) before he/she does the final photographs of the signing of the register. The Superintendent will normally ask your guests to stand as you leave.