

CIVIL PARTNERSHIP IN NORTHERN IRELAND

GUIDANCE NOTES TO HELP YOU COMPLETE THE CIVIL PARTNERSHIP NOTICE APPLICATION FORM

(These notes are not part of the Notice Form prescribed under the Civil Partnership Act 2004)

If you are planning a civil partnership in Northern Ireland, please read these notes carefully.

NOTE 1 – HOW AND WHEN TO GIVE NOTICE.

To help you complete Section A1.

Fill in your proposed date of civil partnership at A1. Remember that by law both parties to a proposed civil partnership must submit civil partnership notice forms to the registrar of the district in which the civil partnership is to be registered, informing the registrar of their civil partnership. Notice must be given in the twelve month period prior to the date of civil partnership and **NOT LATER THAN 14 DAYS BEFORE THE DATE OF CIVIL PARTNERSHIP.**

Timing is important. You must submit the notices early enough to enable the registrar to be satisfied that you are free to enter into a civil partnership. Normally notices should be with the registrar about eight weeks before the civil partnership but if either of you has been married before, or has entered into a previous civil partnership, the notices should be with the registrar ten weeks beforehand. **The minimum period is 14 days before the date of the proposed civil partnership, but if you leave things as late as this you could be faced with the need to postpone your civil partnership.** Only in exceptional circumstances will the Registrar General authorise a civil partnership to take place if 14 days' notice has not been given. It is important to make early arrangements for the date and time of your civil partnership. You should make advance arrangements with the registrar. This is particularly important in towns and cities, where large numbers of people require the services of a registrar.

Although you need not both attend personally at the registrar's office to hand in your civil partnership notice, at least one of you must attend there personally before the civil partnership to finalise arrangements with the registrar. One of you may need to attend personally because the registrar may need further information before the civil partnership can proceed. You should note that if it is not clear from your civil partnership notice form the registrar might ask whether your parents were married. This is to enable registrars to insert your mother's maiden surname appropriately in your civil partnership schedule.

When you give notice you will be required to sign a declaration to the effect that the information given on your notice is correct. Do not delay giving notice simply because you are waiting for any of the documents mentioned at note 6 to come to hand. If time is getting short it is better to give notice first and then pass the documents to the registrar when they become available; but they must be made available to the registrar before the civil partnership can proceed as arranged. However the Registrar will require evidence of the acquisition of a Certificate of Approval or a Civil Partnership Tourist Visa in respect of Nationals of the

Non European Economic Area, before accepting Notice of Civil Partnership Registration.

NOTE 2 – PLACE OF CIVIL PARTNERSHIP.

To help you complete Section A2.

Each of you must submit a civil partnership notice, along with the required documents (see below) and the appropriate fee, to the **registrar for the district in which the civil partnership is to be registered.**

You can obtain civil partnership notice forms, and information about cost, from any district registrar. You can get the address of your local registrar from the phone book. – See under 'Registration'.

Civil Partnerships may be registered in the registrars' offices or in places which have been approved by the district councils. A list of approved places in each registration district where civil partnerships may be registered may be obtained from the district registrars. A full list of approved places for Northern Ireland may be obtained from the General Register Office.

NOTE 3 – MARITAL/CIVIL PARTNERSHIP STATUS.

To help you complete Section B.

Any two persons, regardless of where they live, may enter into a civil partnership in Northern Ireland provided that:

- both persons are at least 18 years of age on the day of their civil partnership;
- persons over 16 and under 18 years of age have obtained the necessary consent for civil partnership;
- they are not related to one another in a way which would prevent them forming a civil partnership – if in doubt please consult the local registrar;
- they are unmarried (any person who has already been married must produce documentary evidence that the previous marriage has been ended by death, divorce or annulment);
- they are not part of any other civil partnership (any person who has already been in a civil partnership must produce documentary evidence that the previous civil partnership has ended);
- they are of the same sex;
- they are capable of understanding the nature of civil partnerships.

NOTE 4 – OTHER PARTY TO THE CIVIL PARTNERSHIP.

To help you complete Section F.

Each of you must complete a civil partnership notice to be submitted to the registrar.

NOTE 5 – DOCUMENTS YOU WILL NEED TO PRODUCE. To help you complete Section G.

When giving or sending the civil partnership notice forms to the registrar each of you must supply the following documents:

F24 Your genuine **birth certificate** or passport. An authorised photocopy is not acceptable. If you are unable to produce your birth certificate, state the reason.

F25 If you have previously formed a civil partnership, a court order of **dissolution of the civil partnership**.

If you have been married before and the marriage was dissolved, a certificate of **divorce** or **annulment** or a certified copy decree. A decree of divorce must be absolute or final – a decree nisi is not acceptable. If you have been married more than once, only the document relating to the termination of the most recent marriage is required. If you are unable to produce the official decree of divorce or annulment, state the reason for not doing so. The registrar will require proof of the termination of the earlier marriage.

F26 If you are a **widow, widower, or surviving civil partner** the **death certificate** of your former spouse/civil partner. If you are unable to produce a death certificate of your previous spouse, state the reason for not doing so. The registrar may require proof of the death.

F27 NATIONALITY

Your **Passport**. If any document is in a language other than English, you must also provide a certified translation into English.

If you are a citizen of a non European Economic Area, living in the United Kingdom and you have not been granted permission to remain in the UK, you must produce a **Certificate of Approval** which can be obtained from the Home Office:–

Telephone Number: 0870 6067766.

Website: www.ind.homeoffice.gov.uk.

If you are a citizen of a non European Economic Area and reside outside the United Kingdom, you should apply for a civil partnership tourist visa from the nearest British Embassy, High Commission or Consul in your area.

For further information contact any local registrar or the General Register Office, Oxford House, 49-55 Chichester Street, Belfast, BT1 4HL. Telephone: 028 90252000. E-mail: groreg.nisra@dfpni.gov.uk

NOTE:- Forms and documents should be sent to the registrar in the district where the proposed civil partnership is to be formed and not to the General Register Office.

NOTE 6 – CIVIL PARTNERSHIP SCHEDULE

When the registrar is satisfied there is no legal impediment to the civil partnership, he or she will prepare a Civil Partnership Schedule from the information you have given.

The Schedule must be signed by both parties, by the person registering the civil partnership and by the two witnesses.

For a civil partnership you will need to pay the appropriate fee to the registrar.

NOTE 7

Be sure to let the registrar know if you change your plans or decide to postpone your civil partnership registration.

CIVIL PARTNERSHIP NOTICE NORTHERN IRELAND
(Section 139 of the Civil Partnership Act 2004)

Must be served on the Registrar at least 14 days before the date of the proposed civil partnership registration.

A About the proposed Civil Partnership

1. Date of Civil Partnership Registration	Day	Month	Year
2. Place of Civil Partnership Registration			

This space for Registrar's use only Civil Partnership Notice Reference Date Documents returned.....

B About yourself

3. Current Forename(s) Current Surname(s)		Previous Name(s) & Surname											
4. Present or last occupation													
5. Retired (<i>tick box</i>)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	6. Sex (<i>tick box</i>)									
				Male <input type="checkbox"/>	Female <input type="checkbox"/>								
7. Status		Single <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced/Marriage Annulled <input type="checkbox"/>	8. Date of Birth								
					Day								
					Month								
					Year								
		(tick box) Civil Partnership Dissolution/Annulment <input type="checkbox"/>		Surviving Civil Partner <input type="checkbox"/>									
9. Place of Birth		10. Country of Residence		11. Nationality									
12. Usual Residence													
<table border="1"> <tr> <td>Postcode</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						Postcode							
Postcode													
Contact Telephone No:.....			Email Address:.....										

C About your father

13. (a) Current Forename(s)	
(b) Current Surname(s)	
(c) Previous Name(s) & /Surname(s)	
14. Present or last occupation	
15. Retired (<i>tick box</i>)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Is he still living (<i>tick box</i>)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

D About your mother

17. (a) Current Forename(s)	
(b) Current Surname(s)	
(c) Previous Name(s) & /Surname(s)	
18. Maiden Surname	
19. Present or last occupation	
20. Retired (<i>tick box</i>)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
21. Is she still living (<i>tick box</i>)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

E About the other party to the intended civil partnership registration

22. Forename(s) in full	
Surname(s)	
23. Usual Residence and Postcode	

F Documents to be submitted by you with this Notice

<p>24. FOR ALL PERSONS</p> <p>Is your birth certificate enclosed? (tick box)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p><i>If you are unable to produce your birth certificate, state the reason here.</i></p>
<p>25. IF DIVORCED OR PREVIOUS MARRIAGE WAS ANNULLED OR PREVIOUS CIVIL PARTNERSHIP TERMINATED</p> <p>Is your decree of divorce/annulment or civil partnership dissolution/annulment enclosed? (tick box)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p><i>The Registrar will require proof of the termination of the earlier marriage/civil partnership. If you are unable to produce the official decree of divorce/annulment or civil partnership dissolution/annulment, state the reason for not doing so as this will affect whether or not the registration can proceed.</i></p>
<p>26. IF YOUR PREVIOUS SPOUSE OR CIVIL PARTNER IS DECEASED</p> <p>Is the death certificate of your former spouse/civil partner enclosed? (tick box)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p><i>The Registrar will require proof of the death. If you are unable to produce a death certificate of your previous spouse/civil partner, state the reason for not doing so.</i></p>
<p>27. NATIONALITY</p> <p>Have you enclosed your passport or other document(s) to prove your nationality? (tick box)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If you are a non European Economic Area national have you a civil partnership tourist visa or an unrestricted to remain in the United Kingdom stamp in your passport? (tick box)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p><i>If for any reason you are unable to enclose documentation to prove nationality please state the reason. If you are a United Kingdom Citizen, who does not have a passport, your birth certificate may be sufficient.</i></p> <p><i>If you are not an European Economic Area national and you have not got unrestricted right to remain in the United Kingdom you will have to apply to British Consul/High Commission for a civil partnership tourist visa before you travel. If you are already in the UK you should apply for a Certificate of Approval from the Home Office. The Registrar cannot accept notice if the proper documents cannot be produced.</i></p>

G

28. DECLARATION

I solemnly declare:-

- (i) that I am the person named at B3;
- (ii) that I and the person named at Part E intend to register as civil partners of each other on the date entered in Part A;
- (iii) that there is no impediment caused by being within the prohibited degrees of relationship, affinity or adoption and that I know of no other legal impediment to our civil partnership registration;
- (iv) that all the particulars and other information given by me on this notice are correct to the best of my knowledge and belief; and
- (v) that each document submitted by me in accordance with Part F of this notice is genuine.

Signed:

Date:

NOTE: A person who supplies false information to a Registrar or uses, gives or sends any certificate, document or declaration required for the purposes of this civil partnership notice which is false or has been forged in any way is liable to prosecution.