# Essex Register Office ceremony plan

## Couple’s contact details

**Partner 1’s full name:** Partner 1’s full name

**Partner 2’s full name:** Partner 2’s full name

**Couple’s telephone number:** Couple’s telephone number

**Couple’s email address:** Couple’s email address

## Ceremony details

**Ceremony venue:** **Essex Register Office, Market Road, Chelmsford**

**Ceremony day of the week:** Choose a day of the week

**Ceremony date:** Ceremony day of monthCeremony month Ceremony year

**Ceremony time:** Ceremony time Ceremony time am or pm

**Number of guests - maximum 12:** Number of guests – maximum 12

You don’t need to tell us if your number of guests change, provided you don’t exceed the maximum number.

**Special requirements for guests:** Special guest requirements, such as wheelchairs

## Photography, Video or DVD recording

**Photographer:** Professional, nominated or none

**Video or DVD recording:** Professional, nominated or none

## Witnesses

Witnesses must be able to speak and understand English and we recommend they are over 16 years old.

**Witness 1’s full name:** Witness 1 full name

**Witness 2’s full name:** Witness 2 full name

If your witnesses change, just let the registrars know during your interview on the day.

Parents’ details

Your parents’ details will be added to your marriage entry and will appear on your certificate.

**NB – You will not receive your certificates on the day of your ceremony. Certificates will be posted 2*nd* class to you within 21 working days of the ceremony taking place. Please can we ask that you do not chase your certificates, unless it is over 25 working days since your ceremony, as this may cause further delays.**

There is the option to include biological or adoptive parents and / or step parents. A step parent is someone who is or has been married to or in a civil partnership with one of your biological or adoptive parents.

You can each have the details of up to four parents included.

Please complete the details below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner 1’s Parents’ Details** | Full Name | Occupation | Retired or Deceased |
| Biological/Adoptive mother |  |  |  |
| Biological/Adoptive father |  |  |  |
| Step parent |  |  |  |
| Step parent |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner 2’s Parents’ Details** | Full Name | Occupation | Retired or Deceased |
| Biological/Adoptive mother |  |  |  |
| Biological/Adoptive father |  |  |  |
| Step parent |  |  |  |
| Step parent |  |  |  |

## Declaratory words

### You **must** choose one of these options **by law** to make sure your marriage is legal. They cannot be changed or left out.

**A1.** I do solemnly declare that I know not of any lawful impediment why I (Partner’s name) may not be joined in matrimony to (Partner’s name).

**A2.** I declare that I know of no legal reason why I (Partner’s name) may not be joined in marriage to (Partner’s name).

**A3.** If you are free to marry, please answer “I am” to the following question: Are you (Partner’s name) free lawfully to marry (Partner’s name)?

**Choose declaratory words:** Choose declaratory words

## Contracting words

### You **must** choose one of these options **by law** to make sure your marriage is legal. They cannot be changed or left out.

**B1.** I call upon these persons here present to witness that I (Partner’s name) do take thee (Partner’s name) to be my lawful wedded wife / husband.

**B2.** I (Partner’s name) take you (Partner’s name) to be my wedded wife / husband.

**B3.** I (Partner’s name) take thee (Partner’s name) to be my wedded wife / husband.

**Choose contracting words:** Choose contracting words

## Rings

**Are you giving rings, and if so, how many?** Are you giving rings, and how many?

**Full name of ring holder:** Full name of ring holder

**Any changes to your witnesses, parents’ details or other choices can be discussed with your registrars on the day during your interview.**

## What to do next

Thank you for filling in your ceremony plan. Please check you have completed all parts and return as soon as possible.

* email to [registration@essex.gov.uk](mailto:registration@essex.gov.uk)