

CHECKLIST - OVERSEAS WEDDINGS – MARRIAGE PAPERWORK

Please ensure all details are completed on all forms, signed by the bridal party and signed by the Parish Priest before it is sent to the Vicar General's Office.

All paperwork must reach the Vicar General's Office ***three months prior to the wedding.***

Please use this checklist to ensure all required documents have been included. Documents will be returned if this checklist has not been completed.

	Pre-Nuptial Inquiry form – please ensure all four pages are completed and signed
	Full name and address of Church where marriage is to take place
	Name of local Ordinary and name of overseas Archdiocese/Diocese
	Name of celebrating priest must be written on front page of Pre-Nuptial Inquiry form
	Date of Wedding
	Copy of Birth certificate for Catholic and non-Catholic parties
	Copy of Baptism certificate (within 6 months) obtained from parish of baptism
	Copy of Confirmation certificate for Catholic party
	Dispensation – if mixed marriage/disparity of worship
	Dispensation – if marriage is taking place outside a sacred place (not in a Church)
	Dispensation – if marriage is taking place in another denominational Church
	'Permission to Marry' certificate from Parish Priest for the bride
	'Freedom to Marry' certificate from Parish Priest for the groom
	Pre Marriage Course certificate
	Australia Post International Registered Post.

If either party has been married previously, please provide the appropriate certificate ie.

	Widowed: a certified copy of the death certificate of the deceased spouse
	Divorced: a certified copy of the government divorce certificate and Decree of Nullity from the Catholic Church Tribunal

Please return this checklist with the marriage documents no less than three months before the date of marriage to:

**The Vicar General's Office
Catholic Archdiocese of Melbourne
PO Box 146
EAST MELBOURNE VIC 8002**

OVERSEAS WEDDINGS REQUIREMENTS

As the Vicar General's Office is processing applications for a large number of overseas weddings, the following is a reminder as to what is required by our office:

Please ensure all details are completed on all forms, signed by the bridal party and signed by the Parish Priest before it is sent to the Vicar General's Office. All paperwork must reach the Vicar General's Office *three months prior to the wedding*. The Vicar General's Office will sign and stamp the paperwork, then forward all paperwork to the diocese where the marriage is to take place. The overseas diocese will also sign the paperwork and will then forward it to the celebrant. Incomplete paperwork received out our office will be returned to the priest who has prepared the documents. ***Marriage paperwork is never to be sent overseas by the parish priest or by the bride/groom.*** When this occurs, the paperwork is returned to Australia for the correct process, which creates delays and undue stress for all concerned.

Paperwork required for overseas weddings must include:

- Pre-Nuptial Inquiry form (including) **name of celebrating priest, name of local Ordinary and name of overseas diocese.** Please ensure all four pages are completed and signed.
- Certified copy of Birth certificate for Catholic and non-Catholic parties
- Recent copy of Baptism certificate (within 6 months) obtained from parish of baptism
- Certified copy of Confirmation certificate for Catholic party
- Dispensation application - if mixed marriage/disparity of worship
- 'Permission to Marry' certificate from Parish Priest for the bride
- 'Freedom to Marry' certificate from Parish Priest for the groom
- Pre Marriage Course certificate
- If either party has been married before: Death certificate of deceased spouse or Decree of Nullity from the Church Tribunal must be provided.
- Australia Post International Registered Envelope.

All enquiries regarding marriage documents must be made to the Vicar General's Office by the priest. Please do not ask the bride or groom to phone the Vicar General's Office.