

**In order to be married you need to do the following:**

**- First –**

Decide on a venue, book the date and time of the ceremony with us and pay a £100 deposit towards the cost of registrars attending to officiate - this will be deducted from the full fee for the registrars to attend. Payment for this can be taken over the phone using a debit or credit card.

Although we will always try and give you your first choice of date and time, this is not always possible. You may wish to have a second date and time in mind to help avoid disappointment.

**- Next –**

You must give 'notice of marriage' (£35 per person) - that is, declare your intention to marry and show various documents - this is a legal requirement that all those wishing to marry in the UK must go through. This document is venue specific and once you have signed it, it cannot be changed.

You should attend **your local** register office to give notice - this is usually done by appointment - documents required **usually** include: British Passports, proof of address, any documents relating to divorce/change of name. Please call us if you are unable to provide the documents required.

If either, or both of you, are nationals from a country outside the European Union please see: <https://www.gov.uk/marriages-civil-partnerships/foreign-national>

You cannot complete this process more than a year in advance of the ceremony and you must have been resident at your address for more than 8 days.

- You should give notice **at least 4-6 months** prior to your ceremony – sometimes this may not be possible as you may wish to marry as soon as possible. You need to ensure that all the legal preliminaries have been met by the time you get married. You must complete this process in good time or your ceremony may not be able to take place.

- **Then** - three months prior to the ceremony we would ask you to settle the remainder of the balance and one month in advance return a ceremony questionnaire to us (which you'll be provided with after giving notice)

Please note: any changes/amendments to the booking will incur an amendment fee of £50. Bank holiday weekends also incur a surcharge, as do ceremonies after 5pm.

Costs for ceremonies can be found at:

<https://www.eastsussex.gov.uk/community/registration/registeramarriage/civilceremonies/fees>

Please see our terms and conditions for more information.

<http://www.eastsussex.gov.uk/community/registration/registeramarriage/termsandconditions/default.htm>

**To book your registrars please contact The Registration Service by calling 0345 60 80 198**