



**East Sussex County Council**

**Application for a marriage certificate – Form 21**

*Please read the guidance notes at the end of this document before completing this form.*

<b>For register office use only</b>		
Register number	Entry number	Certificate number
Date of issue		

**To the Registration Officer having custody of the Register**

**1. Your details**

<b>Your name</b> <i>(please state name in full)</i>	
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Please mark with a 'x'.

<b>Title</b>	Mr		Mrs		Miss/Ms	
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<b>Full postal address</b>	
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<b>Postcode</b>	
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<b>Phone</b>	
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Please mark with a 'x'.

<b>2. Are you applying for your own marriage certificate?</b>	Yes		No	
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If not, please state your relationship to the person to whom the certificate relates.

If not please state your relationship to the person	
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<b>3. It would help us if you would state why you need the certificate</b>	
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#### 4. Details of marriage certificate required

<b>Man</b>	<b>Woman</b>	
<b>Surname</b>	<b>Surname</b>	<b>Surname before marriage</b>
<b>Forename(s)</b>	<b>Forename(s)</b>	

<b>Date of marriage</b>			<b>Place of marriage</b>
day	month	year	Name of building, church or register office and locality

#### 5. Requirements

Please see the marriage certificate prices and processing details on page 3.

Marriage certificate	£	
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Please state the number of marriage certificates you require	
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#### 6. Payment enclosed

I enclose a cheque/postal order for	£	
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<b>7. Signature</b>		<b>Dated</b>	
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## Guidance notes

### Marriage certificate prices

<b>Standard certificate</b> – despatched within 5 working days	
One copy of certificate	£10
Postage and packing	50p
<b>Total</b>	<b>£10.50</b>
<b>Optional priority service</b> – for orders received by 2pm for issue on the same day	
One copy of certificate	£10
Priority service	£10
Postage and packing	50p
<b>Total</b>	<b>£20.50</b>

### Postal applications

Please complete this form and enclose a stamped addressed envelope and the appropriate payment in sterling.

All payments should be crossed “/ & Co/” and made payable to:

### East Sussex County Council

Please do not send cash.

Please send the completed form with your payment to the registration office where the marriage was registered. If you are unsure, please send it to the East Sussex Register Office:

<b>East Sussex Register Office (Eastbourne)</b>	<b>Crowborough Registration Office</b>	<b>Hastings Registration Office</b>	<b>Lewes Registration Office</b>
Town Hall Grove Road Eastbourne BN21 4UG	Beaconwood Beacon Road Crowborough TN6 1AR	Summerfields Bohemia Road Hastings TN34 1EX	Southover Grange Southover Road Lewes BN7 1TP

**Do not** use this form for making applications to the Registrar General.

### Searches of marriage indexes

Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the marriage index, covering a period not exceeding 5 years, will be made only where accurate details have been given of the marriage registration. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a general search in the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

### General searches at a superintendent registrar's office

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent's Registrar's district.

A **general search** is a search in the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. There is a fee for this service. By arrangement with the Superintendent Registrar a person making a **general search** may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate payment.

If a person making a **general search** is uncertain whether a reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, will verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.