



Your Register Office Marriage or Civil Partnership

Milton Keynes Registration Services

www.milton-keynes.gov.uk/registrars

Congratulations on deciding to celebrate this special occasion using our services. We aim to make your ceremony a special one to remember and cherish. This leaflet explains what will happen before and on the day of your ceremony.

Planning your ceremony

Bookings can be made online or by calling 01908 372101. Please plan ahead and ensure you can get a notice appointment in good time too as this legal appointment must be attended out at least 30 days ahead of your ceremony (70 days in some circumstances).

We will deliver a special Register Office ceremony so you do not need to plan vows or other content. There are no readings or music but the atmosphere will be in keeping with your celebration.

You will need to decide who to invite. The room can accommodate you, your partner and two witnesses only.

Witnesses

You will need to decide who will act as the two witnesses at your ceremony. These may be friends or relatives. Your witnesses will hear you say your vows and sign at the end of the ceremony. They should be over the age of 16 and must be able to understand English and the nature of the ceremony.

Photography and video

You are welcome to take photographs (without flash) or video your ceremony; however we ask this is done discreetly. We do not want you or the Registration staff distracted during the proceedings as we want you to get the best out of your ceremony.

If you are having your ceremony recorded please ask the Registration staff to let you know the best position. As the room is small this would need to be performed by a witness.

Parking and grounds

Allow plenty of time to park as our offices have no free parking and we don't want you to miss your ceremony.

We have a no smoking policy in our building so please ensure you and your guests are sensitive to this. Also please ensure you keep our building and grounds tidy. You may use the garden for photos after your ceremony for a short while but note no food or drink is permitted.

On your big day

It is important that you and your witnesses arrive 15 minutes before your ceremony time. This gives everyone time to get settled before we begin and ensures your ceremony starts on time. If you are late we may have to cancel your ceremony and you will need to rebook and pay again.

You will be greeted by the Registration Services ceremony staff for a brief meeting. You will be seen together and this meeting is essential to ensure all the correct information for the day is recorded. Corrections are difficult to make and will incur a fee so please check everything very carefully, now and on signing. You will be asked to confirm the information given on your notices, including your natural, step or adopted parents' full names and occupations as these will be recorded on certificates. Staff will then be happy to answer any last minute questions you have.

Our staff will then conduct your ceremony by welcoming those sharing this special occasion with you. They will guide you through the rest of the ceremony including the declarations, contracting words and any ring exchanges so you do not need to learn any of the vows in advance.

You will then be asked to sign the schedule, which is the legal record of your ceremony. You must sign in the name that you are using at the time of the ceremony, not the name you intend to use afterwards. You will also be asked to how you sign your names to ensure that the correct information is recorded, for example John Sam Smith... may sign their name as J Smith, JS Smith, John S Smith or another way.

Your witnesses will then be asked to print their full names and then sign the schedule.

After congratulations are made you may leave and are then free to continue your celebrations as planned.



What you need to do now

Make a ceremony and notice appointment with us (if you live within the Milton Keynes Registration District).

Then sign and return your contract which is the last page of our terms and conditions available on our website (within 14 days of booking), if you have not already done so.

Ensure you attend your notice appointment in good time.

We don't want anything to spoil your special day, so please plan ahead.

You need to invite your witnesses and guests in preparation for your ceremony.

There is further guidance on our website. If you have any further questions then please email or call us for assistance.

We look forward to seeing you on your special day and performing your ceremony.

Marriage and Civil Partnership certificates can be pre-ordered or ordered after your ceremony via our website at **www.milton-keynes.gov.uk/registrars**. None are available on the day.



The Register Office

Civic

1 Saxon Gate East

Central Milton Keynes

MK9 3EJ

01908 372101

registrars@milton-keynes.gov.uk