

## **GRO GUIDANCE ON ACCEPTABLE DOCUMENTS FOR GIVING NOTICE OF MARRIAGE OR CIVIL PARTNERSHIP**

The attached is a guide to documents that are acceptable as evidence of Name, Age or Nationality, where a person intends to give notice of marriage or civil partnership. **GRO Casework Team have created the guidance in consultation with the GRO Policy Team, the GRO Fraud and Data Unit and UKBA.**

Ideally, photographic evidence should be provided; however, a notice should not be refused when the alternative documentation listed in our guidance has been presented.

The guidance above is aimed to be a useful tool to assist registration officers, but does not replace the discretion which must be exercised at all times. The responsibility still remains with the registration officer to be satisfied regarding the nationality / identity of the parties giving notice.

Separate guidance on forged documents can be obtained from UKBA.

If you are presented with any documents that are not covered in the guidance please refer to your LIT team, or GRO on 0300 123 1837.

## GUIDANCE ON ACCEPTABLE DOCUMENTS FOR GIVING NOTICE OF MARRIAGE OR CIVIL PARTNERSHIP

Type of Document	Supports	Accepted	Additional information and Verification (if required)
Valid Passport (Any country)	Nationality Name Age	Yes Yes Yes	Expired Passports covered separately in this guidance.
Expired passport <b>BRITISH only</b>	Nationality Name Age	Yes No Yes	As this is not a current document it cannot be accepted as evidence as a stand alone document. Evidence of current name would be required. The older the passport the less security features it potentially contains, therefore making it more vulnerable to being tampered with.
Expired passports (all countries apart from UK)	Nationality Name Age	No No No	We do not know the rules regarding the issuance of passports in other countries. As this is not a current document it cannot be accepted as evidence as a stand alone document. The older the passport the less security features it potentially contains, therefore making it more vulnerable to being tampered with
UK Driving licence (photo)	Nationality* Name Age	Yes Yes Yes	<b>*See annex A to establish how to determine British nationality</b> A provisional UK driving licence should be treated in the same way.
UK Driving licence (non photo)	Nationality* Name** Age	Yes Yes Yes	<b>*See annex A to establish how to determine British nationality</b> <b>**Should also see additional evidence of current name.</b> A provisional UK driving licence should be treated in the same way.
United Kingdom birth certificate	Nationality* Name Age	Yes No Yes	<b>*See annex A to establish how to determine British nationality</b> See other evidence of current name. A birth certificate is not evidence of identity and it says this on the certificate
Non United Kingdom birth certificate	Nationality Name Age	No No Yes	As we are unable to confirm the nationality rules of each country, we cannot accept a birth certificate as proof of nationality. As details contained on a birth certificate will be 16 years + old, it is not acceptable proof of current name. Alternative evidence of name and nationality will be required.

Valid National ID card or driving licence issued outside the UK (Photo)	Nationality* Name* Age*	Yes Yes Yes	*An ID card may provide evidence of name, age or nationality if those details appear on the document but not all do actually detail nationality. You may wish to check the public register of authentic identity and travel documents website to check whether the card you have been presented is issued to a national of that country:- <a href="http://prado.consilium.europa.eu/en/homeindex.html">http://prado.consilium.europa.eu/en/homeindex.html</a> The site although not exhaustive, is extensive. As with any documentation, if you have doubts about the authenticity you should request alternative evidence or verification from an official source.
Home Office naturalisation certificate	Nationality Name Age	Yes Yes Yes	The average time between issue of Naturalisation certificate and application for UK passport is only 50+ days so these should be the exception.  <b>Verification can be sought from the SR helpline- UKBA</b>
Home Office Travel document	Nationality Name Age	Yes Yes Yes	Granted to people who have indefinite leave to enter/remain in the UK, or limited leave to enter/remain, with more than 6 months still outstanding and who cannot apply to their national authorities for a passport/travel document or have been unreasonably refused.  Convention Travel Documents (blue) – a refugee who has been granted asylum. Stateless Person's Documents (red) – recognised as a stateless person under the terms of the 1954 United Nations Convention. Certificate of Travel (Brown - prior to 2008) or (Black) – issued since 2008 to those who have been formally and unreasonably refused a passport by the country of which they are a national. <b>Verification can be sought from the SR helpline-UKBA</b>
BRP [Biometric Residence Permit]	Nationality Name Age	Yes Yes Yes	Issued to those persons who have been granted Further Leave to Remain since November 2008. <b>Verification can be sought from the SR helpline-UKBA</b>
Immigration Status Document (with photo vignette on document)	Nationality Name Age	Yes Yes Yes	An Immigration Status Document (ISD) is given to an applicant following the grant of leave where no passport is held, or where it would not be appropriate to endorse a national passport. <b>Verification can be sought from the SR helpline-UKBA</b>
Immigration Status Document (with no vignette on document)	Nationality Name Age	No No No	An Immigration Status Document (ISD) is given to an applicant following the grant of leave where no passport is held, or where it would not be appropriate to endorse a national passport. These should have a vignette attached. If it does not then it does not provide proof of Nationality / name / age.

Immigration Status Document (with non photo vignette on document)	Nationality Name Age	No No No	An Immigration Status Document (ISD) is given to an applicant following the grant of leave where no passport is held, or where it would not be appropriate to endorse a national passport. Vignette without photos have not been issued for a significant period of time and as there is no way to link this document to the person presenting it this in not proof Nationality / name / age. However advise applicant approach UKBA who will upgrade this to a new photo vignette status letter.
IS96	Nationality Name Age	No No No	Form IS96 is issued to any person granted temporary admission under the written authority of an immigration officer. As the details are self reported this document should not be accepted as proof of nationality / name / age.
ARC [Application Registration Card]	Nationality Name Age	No Yes Yes	The ARC is issued to acknowledge a claim for asylum or a claim under Article 3 of the Human Rights Conventions. The details given to UKBA for these documents are generally self reported .This document should not be accepted as proof of nationality alone. If the bearer states that they did provide documentation to UKBA to obtain the ARC, you should contact the SR Helpline to verify whether the documentation provided was sufficient to prove Nationality. Each person who is issued with an ARC is given a letter by UKBA which describes what the card can be used for. Proof of identity / nationality is not listed. A copy of the letter is attached.
<b>Proof of Address</b>			
Recent bank statement	Address	Yes	Dated within last 3 months.
Council tax bill	Address	Yes	May also support evidence of name along with a number of other official documents.
Utility bill	Address	Yes	
Letter signed by someone who is able to confirm period of residence at address	Address	Yes	
United Kingdom Driving Licence	Address	Yes	

# Notes to Annex A - How to determine British Nationality

These notes should be read in conjunction with the flow chart on the following page.

Anyone born in the United Kingdom before 1.1.1983 is automatically entitled to British nationality.

The nationality of anyone born in the United Kingdom AFTER 1 January 1983, who has not been naturalised, is dependent upon the nationality of their parents at the time of their birth.

If the parents were married or had formed a civil partnership with each other at the time of the birth, or subsequently marry or form a civil partnership, nationality may be taken from either parent.

If the parents were not married or in a civil partnership with each other at the time of the birth, and do not subsequently marry or form a civil partnership, nationality can only be taken from the mother.

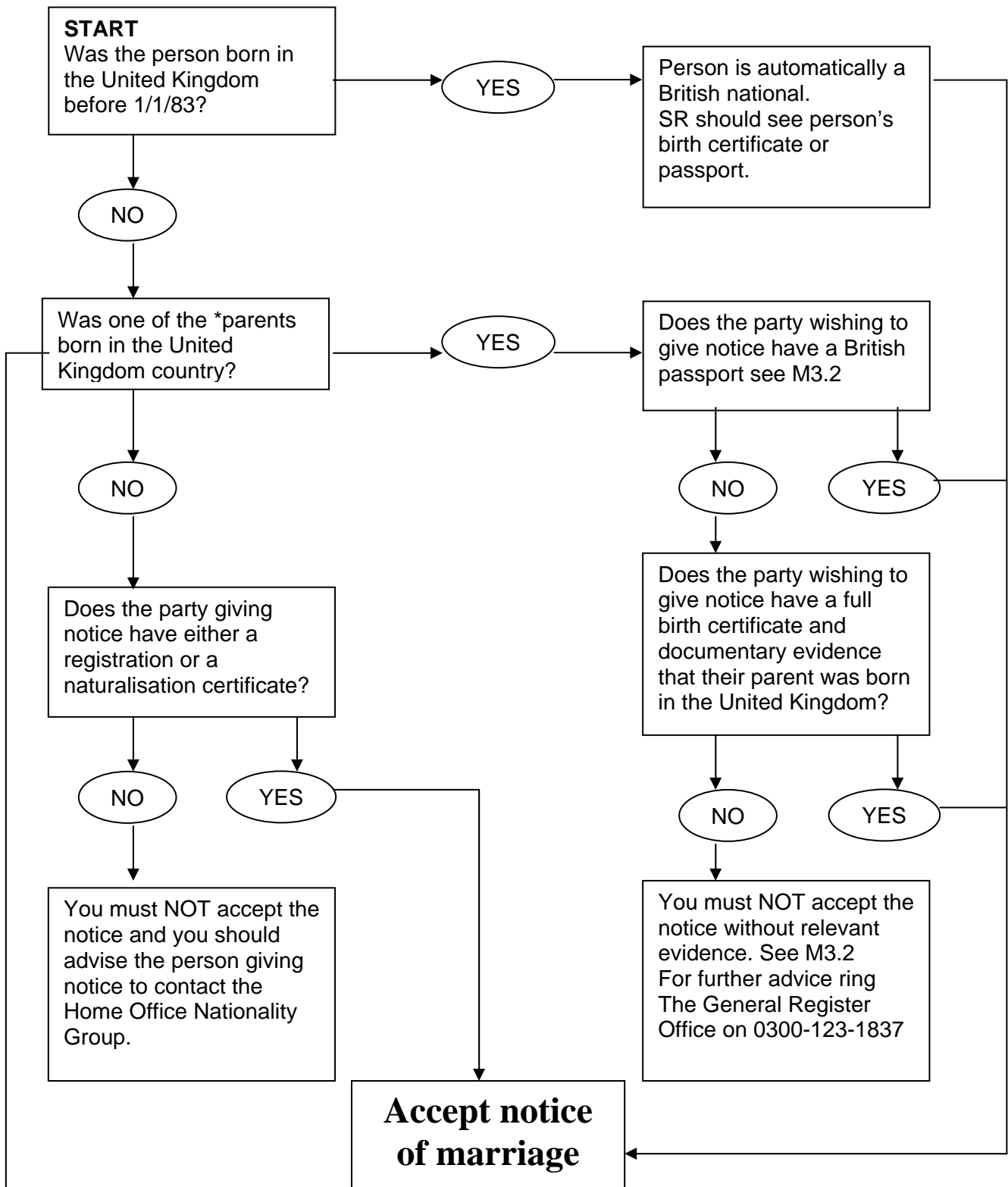
This means that British nationality of the person giving notice can only be established where the relevant parent held British nationality at the time of the birth.

To prove this, the person giving notice will need to present a copy of their full birth certificate, so that parentage can be established. The birth entry will detail where the parents were born. The details on a birth entry are 'self reported' i.e. the parents are not required to provide any evidence regarding their place of birth when they provide the information for the birth registration. Therefore, additional documentation will be needed. This would be documentation that was valid at the time of the birth:-

- The British passport of the relevant parent
- The United Kingdom birth certificate of the relevant parent
- The naturalisation certificate (dated prior to the birth) of the relevant parent.

If the person giving notice is unable to provide any of the documents relating to the relevant parent(s) they will need to approach the Home Office Nationality Group and establish what their nationality is before a notice can be taken.

## Annex A - How to determine British Nationality.



\*Where the child was born within marriage then he/she will be able to take the nationality of either parent. Where child born outside marriage, he/she will take the nationality of his/her mother. If the parents subsequently remarry, he/she may also take the nationality of the father, from the date of the marriage.  
 Where a person claims to be entitled to British nationality by another route, they should be advised to contact the Home Office Nationality Group for appropriate evidence.