



## Deo Gloria Family Church

PBO No. / 930025589

**A church for all people**

### Document Checklist

#### **Couples Checklist-for both Civil Union Act Marriage & the Marriage Act:**

Names of couple \_\_\_\_\_ & \_\_\_\_\_

(These documents need to be presented to the presiding pastor by law, for us to legally solemnize the marriage.)

1. **Three I.D. size photo each.** (colour)
2. **a) Original I.D books of both partners to be wed** (To be brought to counselling for verification) (For foreign nationals, passport can be used.)  
**b) One Copy of each partners' I.D. books /** (not certified copies) **passport copies** (if foreign national) *All foreign nationals must provide a letter/certificate of "no impediment" against them, which must be requested from their country of residence, prior to applying to marry in SA. (Home Affairs have requested this be asked of all foreign nationals from 2010.)*
3. **Witnesses information** ( 2 witnesses are required)
  - a) **1 Copy of each Witness's I.D.** Do *not* need to be certified copies.
  - b) **Contact details of witnesses** (You will need to have: their full names & contact cell numbers). (These will need to be filled in on the marriage register, so please have the assurance that these are the witnesses that will be present at the ceremony/register signing, where the documents will be officially signed by all parties and the witnesses.)
4. **Pastoral Honorarium** – **R 1200** for non members, **R1000** for existing members of the church. (Payment will need to be made by the *first* counselling session. Proof of payment must be submitted at the first counselling.) (We cannot perform the marriage or submit marriage registrations to home Affairs without proof of payment having been made.)  
*Honorarium fee is subject to change without notice. Please confirm latest fee with the pastor before payment.*
5. **Additional Documents necessary, where applicable**  
**Divorce decree with official stamp or death certificates** of previous marriage/s: These **must be certified** copies of original document/s. If you bring the original please ensure you have certified copies for yourself as this will be attached to the documents for registration of the marriage and will be given to home Affairs.  
Please note that this must be declared and the legal documentation submitted, *irrespective of which country* you have been previously been married or divorced in. (This also applies to deceased spouses in other countries).

***NB:*** Please discuss the legal contract that you wish to enter into for marriage with your spouse to be, prior to signing the registers on your wedding day. The reason for this is that according to law, the couple marries by default "**In Community of Property**", which is legally assumed on the signing of the registers. If an **ANC contract** (Ante Nuptial contract) is preferred; this must be done *prior* to the signing of the registers.

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- 6. A Letter from your Attorney (Notary)**, stating proof that you have drawn up an **ANC** (*Ante Nuptial contract*) if you have opted for this. (This must be presented with ID docs above, as it must be attached with the other documents, which will be submitted to home affairs) If you as a couple choose to be married "A.N.C." you should ensure that you have a contract drawn up by a *Notary* (a specialist attorney in these matters).

This must be in place *before* the signing of any registers with your appointed marriage officer/pastor. - Please note that unfortunately, due to Civil Union Act, we cannot issue a marriage certificate or register the marriage as such, without the above relevant documents being presented on our scheduled meeting.(if there is no presentation of ANC documents, the marriage will default to COP).

- 7. Surname Changes**

Please discuss the options of keeping your own surname, taking on your partner's, or double-Barrel.

Once your marriage has officially been solemnized by the pastor, the registers will be taken to home affairs as part of the service package, where Home affairs will be responsible to register your marriage.

You can check on the **Home Affairs website** under "marital status" to see if they have entered your new marital status onto their database and register. Their website address: <http://www.home-affairs.gov.za> (Give Home affairs about 2-3 weeks to enter your new status.)

**Or**

You can **SMS the number: 32551**. SMS "M" leave a space and then insert your ID number. Within a few minutes you will receive a reply showing your marital status as married, single or divorced.

**\*NB\* Please check that you have all the relevant documents with you as stated above when you meet with the pastor.**

**Please note:** marriage applications are only accepted based on a premarital session set up by you before your marriage date, with the pastor. If this is not honoured, the next step of the process or the wedding may not be performed.- Please do not confirm invitations until the pastor has **confirmed** the **wedding date** with you in writing. While the counselling still needs to take place as the final step, this is usually a formality but will still be a part of the final decision making process which will be decided by the presiding pastor.

We are sorry about all the "jargon" but the Department of Home Affairs are pretty strict with us, and we also believe that having this information helps you and causes less confusion in the long term, including the expectations on both sides.

Kind Regards

Rev. Deborah Bell  
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Deo Gloria Family Church

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