

How to give Notice

You should send or deliver your Notice of Marriage or Notice of Civil Partnership to The Registrar's Office in the district the event will occur, within the twelve-month period prior to the date of the ceremony and no less than 10 weeks. Both parties do not need attend together to give notice but is advisable.

We are situated at: 'Ardeevin', 80 Galgorm Road, Ballymena. BT42 1AB

Opening times are: Monday to Friday 09.30 – 12:45 & 14:00 – 16.15 (16:00 Friday's)

The following documents are required by each party:

- Marriage or Civil Partnership Notice Application Form, completed, dated and signed. These are available to download from Births, Deaths, Marriages & Civil Partnership Section of www.ballymena.gov.uk or they can be collected from any District Registrar's Office in Northern Ireland.
- Additional Information sheet, completed. This is available to download from www.ballymena.gov.uk
- Full Birth Certificate, the short certificate will not be acceptable. Should you need purchase a certified copy it can be obtained from the General Register Office, Belfast (only if your birth was registered in Northern Ireland). Telephone 028 9151 3101 or www.nidirect.gov.uk current fee is £14.00
- Passport, Driving Licence or other official photographic identification.
- If either party was previously married we will require their Decree Absolute if divorced or Death Certificate if the previous spouse is deceased.
- If the female party is divorced and has reverted back to her maiden name we require the previous marriage certificate.
- Any change of name documentation i.e. deedpoll

The fees are payable at time of giving notice. Please check this amount before attending the Registrar's Office in the event of increases. See FEES in the Registrar's section of our website www.ballymena.gov.uk

Fees can be paid by card, cash or for postal applications cheque made payable to Ballymena Borough Council.

If you do intend to post your application to us, photocopies of your supporting documents (passport, birth certificates etc) will be accepted but originals must be produced before your schedule of marriage can be issued. If enclosing your original documentation please be advised these will not be returned by post instead we retain them in the office until collected.