

Venue and Ceremony Choices- The Register Office

(please refer to other Venue and Ceremony choice forms for our other venues)

Congratulations on your forthcoming marriage.

This form should be used to book a wedding ceremony taking place in the **Register Office** at Priory Hall, Priory Park, Dudley, West Midlands, DY1 4EU.

You should already have given notice at the appropriate registration district(s) and had your ceremony date confirmed with Dudley Citizenship & Registration Service.

Please use this form to specify your choices for your marriage ceremony. You should already have received a copy of the **Choices** booklet.

You must complete this form no later than 3 months before your ceremony.
If you wish to discuss your choices you can contact our ceremony co-ordinator at marriage.enquiry@dudley.gov.uk.

You will be given the option to pay online at the end of this form. Alternatively you can opt to pay in cash at the address below (do not send cash through the post):
The Register Office,

Priory Hall,
Priory Park,
Dudley,
DY1 4EU.

Data protection

Your information will be processed in accordance with Data Protection legal requirements. Please see the [Council's Privacy Statement and Charter](#)

Online payment

This service offers an online payment facility. **Once you have completed this form:** you can upload it and make your debit/credit card payment by using the same link on our Website that you used when you downloaded it.

You need a valid debit or credit card

- The payment will vary according to the services you request
- Your application, where payment is required, will not be processed until payment has been received

Venue details

Please enter the ceremony venue details.

Ceremony venue:	The Register Office
Ceremony date (DD/MM/YYYY):	
Ceremony time (hh:mm):	
Number of guests: (incl. babies & children)	

***The maximum number of guests for this venue is 4**

Parties to be married

First party

Title	
First name	
Last name	

Second party

Title	
First name	
Last name	

Contact details

Daytime telephone	
Email address	
Reference number	

Ceremony choices

When completing this section please refer to the booklet that has been given to you. *

Legal declarations

- LD 1
- LD 2
- LD 3

Are you exchanging rings?

No

One

Two

Witnesses

Please state the full names of your witnesses. Both witnesses should be over the age of 18 and must be able to speak and understand English.

First witness

Title	
First name	
Last name	

Second witness

Title	
First name	
Last name	

Ceremony cost & extras

Final ceremony balance

The statutory fee of £50 for your ceremony is payable on the day of your ceremony by card or cash.

Marriage certificates

One marriage certificate is included as part of the cost of the ceremony fee. Additional certificates may be purchased at a cost of £11.00 each to be issued on the day of the marriage. Certificates purchased at a later date increase in price.

Number of additional certificates required:	
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Payment details

Please calculate the total cost

Payment methods

When you have completed this form: please upload it and make your debit/credit card payment by using the same link on our Website, used when you downloaded it.

If you prefer to pay by **cash** you can pay in person at the Register Office (do not send cash through the post)

If you are required to submit additional documents or photographs to support your request, you will be advised how to do this on the upload page.

Item	Number required	Cost	Enter amount £
Final ceremony balance (as advised by registrars, includes one marriage certificate)		Payable on the day	
Additional marriage certificates (£11 each)	<i>How many?</i>	@ £11 each	£
Commemorative certificates	<i>How many?</i>	@ £5 each	£
TOTAL COST of order			£