

## Process for initiating a Visum

Dear Marriage Couple,

I kindly ask that you review the procedures below for requesting a *Visum* for your marriage that will take place outside of your Diocese. The request for a *Visum* should be submitted by the Priest who is preparing you for marriage. The Priest should forward all of the ORIGINAL DOCUMENTS for your marriage preparation to the Office of the Tribunal in *your* Diocese. This paperwork should be submitted to your Diocese at least two months prior to the date that the marriage is scheduled to be celebrated. Please note, there may be a small processing fee in your Diocese for processing the *Visum*.

### **The procedure for submitting the documents for your marriage is as follows:**

ALL THE **ORIGINALS** FOR YOUR MARRIAGE PREPARATION SHOULD BE SUBMITTED TO THE *TRIBUNAL OFFICE* IN YOUR DIOCESE BY THE PRIEST WHO PREPARED YOU FOR THE SACRAMENT OF MARRIAGE. THE PRIEST WILL ALSO NEED TO SEND A LETTER REQUESTING A *VISUM* ALONG WITH ALL THE ORIGINAL DOCUMENTS.

THE ORIGINAL DOCUMENTS NEEDED TO COMPLETE YOUR *VISUM* ARE:

- Pre-nuptial Investigation Form
- Letters of Freedom to Marry
- Pre-Cana Certificate
- Sacramental Certificates for Both Parties (if applicable)
- Diocese where Marriage will take place
- Name and Address of Church of Marriage.
- Name of the Priest performing the Sacrament of Matrimony.
- Request for Dispensation, if required
- Any other forms (Defect of Form, Re-Marriage After Nullity, etc.) that would be included in the Marriage File.
- Any **PROCESSING FEES** that your Diocese charges to process the **Visum**.

**PLEASE NOTE:** If the Office of the Tribunal does not receive your **ORIGINAL PAPERWORK**, they will have to RETURN the documents you sent and then wait to receive the ORIGINALS before processing the *Visum*.

After your Diocese grants the *Visum*, they will forward all your paperwork to the Diocese you intend to get married in. That Diocese will then forward the documents to the Parish and Priest who will perform the marriage. The parish where you were married will then inform the parish where you were baptized that you have received the **Sacrament of Matrimony** so they can record it in their records.

If you have any questions about processing the **Visum**, please speak with the Priest in your Diocese who is preparing you for marriage.

Thank you and God bless you!