



**ARCHDIOCESE OF AGAÑA**  
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# **FORM E**

## **Instructions**

### **TRANSMITTAL DOCUMENTS**

### **FORM E**

#### **IMPORTANT NOTES**

- The priest or deacon to prepare couple is responsible for the completion of this form, but the pastor should sign it.
- Remember to give Delegation/Permission for Witnessing Priest/Deacon in another (arch)diocese.
- It is important to give the Tribunal Office ample time to review documents and forward to (arch)diocese where wedding will take place.
- Submission of complete form is **ONE MONTH** prior to wedding date.

#### **INSTRUCTIONS**

1. PRINT FORM double sided on one sheet of paper
2. Complete information on first page and remember to include the Parish Seal.
3. Attach the completed Original Pre-Nuptial forms and certificates.
4. Submit documents noted above along with the **\$50 processing fee** to the Metropolitan Tribunal Office.
  - a) Checks are to be made payable to: *Marriage Tribunal*
5. Once the form has been reviewed, the Tribunal Office will complete the pertinent data and forwarded to the Vicar General for approval and signature.
6. The complete and original documents will be forwarded to the (arch)diocese where the wedding is to take place; a copy will be sent to the parish in which the couple was prepared; and copy will be placed in the Tribunal Office File.

#### **Checklist:**

- Form F complete, signed & sealed
- Completed Pre-Nuptial Form A & B of both bride & groom
- All Sacramental Certificates
- All Preparation Certificates of Completion
- Any other Dispensations and accompanying documents.
- \$50 fee