



**DRAFT MARRIAGE
PREPARATION PROCESS**

ARCHDIOCESE OF AGAÑA

TABLE OF CONTENTS

PART ONE: INVESTIGATION PROCESS	2
Step 1 – Initial Contact	2
Step 2 – Assessment	2
PART 2: PREPARATION PROCESS	4
Step 1 – Instruction	4
Step 2 – Referral	5
Step 3 - Certification of Formation	5
PART 3: GOING TOWARD THE ALTAR	5
Step 1 - Church Wedding Policy	5
Step 2 - Marriage License	5
Step 3 – Liturgical Preparation.	5
PART 4: RECORDING PROCESS	5
Step 1 - Signed Marriage License and Certificate	5
Step 4 - Recording Marriage in Sacramental Records:	5
Step 5 - Notification of Church of Baptism	5
Step 6 - Sending to Archive:	6
APPENDICES	7
I. When does a priest need delegation?	7
II. Form Attachments	8
1. Request for the Sacrament of Matrimony	
2. Form A Pre-Nuptial Interview	
3. Form B Witness Affidavit of Freedom to Marry/Sample Letter	
4. Marriage Record Checklist	
5. Form C Request for Dispensation from Matrimonial Mixed Religion or Disparity of Cult	
6. Form D Petition for Declaration of Nullity in a Lack of Form Case	
7. Form E Transmittal Documents	
8. Form F Affidavit of Baptism (Catholic Party)	
9. Form G Affidavit of Baptism (Non-Catholic Party)	
10. Notification of Engaged Couple by Parish	
11. Marriage Formation Referral Form	
12. Notification of Marriage to Church of Baptism	

MARRIAGE PREPARATION PROCESS

PART ONE: INVESTIGATION PROCESS

Step 1 - Initial Contact

- A. The Couple given the **Request for the Sacrament of Matrimony Form** (Attachment 1) with instructions to complete form and obtain all Sacramental Certificates required. This should be done at the parish office by the couple.
- B. Required Sacramental Certificates & Documents:
- Original Certified Copy of **Baptismal Certificate** recently issued within six (6) months of marriage.
 - Copy of **First Holy Communion** and **Confirmation Certificate** (if not indicated on Baptismal Certificate)
Can. 1065 §1. Catholics who have not yet received the sacrament of confirmation are to receive it before they are admitted to marriage if it can be done without grave inconvenience.
 - Note: **See Appendix** – “When does a priest need delegation?”
 - If either or both parties have been previously married only civilly, they are required to submit an original **Marriage Certificate** and/or a copy of **Final Divorce Decree**, if applicable.
 - If either or both parties have been previously married in Church, they are required to submit **the Decree of Annulment**.
- C. The couple submits Request for the Sacrament of Matrimony Form, certificates and documents to the parish office.
- D. Parish office receives form with attached certificates and documents; then schedules appointment for the couple to meet with the pastor or his representative (a priest or deacon).

Step 2. – Assessment

- A. During the first appointment, the couple should meet the pastor or his representative (priest or deacon) for a **Pre-Nuptial Interview-Form A** (Attachment 2). In no case should the initial interview take place over the phone or be done by the parish receptionist/secretary. (cf. *USCCB: An Analysis of Diocesan Marriage Preparation Policies, p. 5*)
- 1) This interview requires that the couple:
 - must be questioned separately and their responses recorded by the assisting priest or deacon;
 - must be asked to make an oath to answer truthfully; and
 - must sign and date the form.
 - 2) The interviewer must sign, date, and affix the parish seal on the form.
 - 3) If the couple requests a priest from another parish to witness the marriage, the priest must request Delegation from the pastor; the pastor gives Delegation to that priest. (Can. 1111)
 - This must be granted by the pastor of the parish in advance of the wedding and can be completed at the end of **Form A** (see Attachment 2)
 - 4) If the wedding is taking place in a parish other than the parish of either of the parties, the pastor will need to give Delegation & Permission for them to marry outside of their parish. (Can. 1115)
 - It is the obligation of the pastor of the couple before granting permission to completely prepare the couple as if they were marrying in their parish.
 - The Delegation and Permission can be granted by completing the section at the end of **Form A** (see Attachment 2)

- 5) If the wedding is taking place outside of the Archdiocese, the pastor will grant the Permission and Delegation. After all marriage preparations have been completed, all original documents are to be forwarded to the Tribunal Office along with a completed **Transmittal Form-Form E** (Attachment 7).
- The completed Marriage File and Transmittal Form should be forwarded to our Metropolitan Tribunal Office one (1) month prior to the wedding date in order to review the documents, to grant Nihil Obstat, and to forward the complete Marriage File to the Chancery Office of the diocese where the wedding will take place.
 - It is the couple's responsibility to make arrangements with the Pastor of the church outside the diocese where the wedding will take place.
- B. After the interview, the priest or deacon will ascertain whether there are any impediments to the marriage that needs to be forwarded to the Tribunal Office. Such impediments are:
- 1) **Previous Marriages:** when one or both parties have been previously married that have not dissolved by death or Ecclesiastical Decree.
 - if the parties are currently civilly married and have never been married before, Convalidation can take place and the couple must provide the Original Civil Marriage Certificate. Convalidation is not simply a renewal of the previous intention to marry but the creation of a valid marriage. It seeks to regularize the couple's union within the Church. (cf. *USCCB: An Analysis of Diocesan Marriage Preparation Policies, p. 11*)
 - if one or both Catholic parties have been civilly married to other persons, a **Petition for Nullity in a Lack of Form Case - FORM D** (Attachment 6) is required for each person and each previous marriage;
 - when one party is not Catholic and been previously married, please refer the case to the Tribunal Office for review, as an annulment may be required; and
 - no wedding can be confirmed until all previous marriages have been ecclesiastically declared null or dissolved (death excepted).
 - 2) **Marrying a Non-Catholic:**
 - when a Catholic person wishes to marry a Non-Catholic, a **Request for Dispensation for Mixed Marriage or Disparity of Cult - FORM C** (Attachment 5) is required.
 - 3) In the case when the couple is already civilly married, they must provide their marriage license.
- C. The pastor or his representative will create a **Marriage Record File** (Attachment 4): stipulating what certificates, documents and formation will be required and received.
- D. The **Witness Affidavit of Freedom to Marry Form B** (Attachment 3)
Purpose: To seek the understanding of the bride/groom's intention and readiness to enter into a sacred marriage.
- 1) This affidavit requires that the Witness:
 - be questioned and their responses recorded by the priest or deacon;
 - must be asked to make an oath to answer truthfully; and
 - must sign and date the form.
 - 2) The interviewer must sign, date and affix the parish seal on the form.
 - 3) If the witness is living outside the Archdiocese of Agana:
 - this form and an accompanying letter from the pastor should be sent to the witnesses (see sample letter)
 - form should be brought to witness' parish;
 - instructions from letter B, numbers 1-2 followed;
 - it must be approved by Chancery Office of diocese where witness resides;
 - the Chancery Office mails the accomplished Form back to the place of marriage.
- E. The **Notification of Engaged Couple by Parish** (Attachment 10)
 The pastor will then notify the couple in writing if their request has been:
1. granted and a wedding date can be confirmed; or

2. further documents are necessary and must be submitted before a wedding date can be confirmed; and nothing impedes for the valid and licit celebration of marriage.

PART 2: PREPARATION PROCESS

Step 1. - Instruction

- A. The pastor may require the couple to take a Pre-Nuptial Inventory (FOCCUS). This is not a test, but a comprehensive survey of various topic areas that are important for building healthy, happy and permanent marriages (cf. FOCCUS guidelines). FOCCUS is a helpful tool that gives the priest or deacon preparing the couple an indication of the right instruction program for the couple and help him in counseling them. Some topics included in the FOCCUS are Family of Origin, Religion, Spirituality and Values, Communication and Finances. Although FOCCUS is a recommended useful tool, pastors may use another inventory.

NOTES ON FOCCUS

- Online testing is now available in the Archdiocese. Online testing is \$15.00 per couple.
 - Only those who are certified FOCCUS trained facilitators can set up the online testing for couples and receive the Couple Report.
 - Couples can sign a release form allowing for a Summary Report or parts of the report to be made available to the priest who will be marrying them.
 - If priest is given the Couple Report, the Couple Report should be given back to the original facilitator who will destroy the report after couple has completed this requirement in the marriage preparation process. The summary form or bar graph (pg. 3) in the Couple Report can be filed with the couple's documents to be kept in file. No part of the Couple Report can be duplicated, nor can it be given to the couple, nor given to anyone who is not a certified FOCCUS trained facilitator.
 - The Pastor or his representative will meet with the engaged couple – to review the FOCCUS results.
- B. Natural Family Planning (NFP) Class. The pastor should require the engaged couple to attend this class. This is an integral part of instruction. Young engaged couples who are civilly married seeking Convalidation should be required to take the class. Other cases or situations should be left to the discretionary judgement of the pastor if NFP class is necessary.
 - Refer to the Archdiocese NFP class.
 - C. There are six (6) instructions required before marriage (Chapter 12, AoA Statutes 1996). The pastor or his representative may choose the type of instruction to provide the couple, but they must include the following:
 - Nature of the Sacrament of Marriage
 - Duties of parents towards children
 - Rights and duties of spouses toward each other
 - 1) Types of marriage instructions are:
 - a. Sponsor Couple Program;
 - The priest will meet with the engaged couple to review chapters 1, 6, 13, 20 and appendix D as it applies to the couple even before they meet with their Sponsor Couple (SC).
 - In most instances parishes will assign their own sponsor couple to an engaged couple. In an event that parishes do not have Sponsor Couples, Marriage Ministry Coordinators (Christine & Richard Rosario) will be contacted to assign the engaged couple.
 - Sponsor Couples will be assigned on a rolling basis.
 - Consider matching the couples based on experiences, lifestyle, availability, etc. If the engaged couple works in the evening and only available in the morning, consider matching them with a sponsor couple who is retired. If groom/bride is in the military, consider pairing them up with Sponsor Couple who is in the military or a veteran.

- Avoid assigning couples who are related or who know each other. SCs need to remain objective in this process and if the couple is closer to the bride/groom it may create a conflict/bias. Sensitive issues will be discussed and couples need to speak to each other openly and freely.
 - The engaged couple and the Sponsor Couple will meet for 5 sessions usually.
 - The last session is with the priest covering chapters 19 and 21.
- b. Evenings for Engaged: usually a group class within a parish
 - c. Engaged Encounter Weekend; and
 - d. Personal Instruction by priest or deacon
- 2) A Certificate of Completion should be provided for any instruction to include Personal Instruction by priest or deacon.

Step 2. - Referral

- A. The priest or deacon should complete the **Marriage Formation Referral Form** (Attachment 11):
- certifying that he has met with the bride and groom personally and, after having interviewed them, examined their freedom to marry, addressed any impediments that may have arisen, and he has found that nothing impedes them from a valid and licit celebration of marriage; and
 - indicating which marriage formation program(s) is/are being required of the engaged couple

Step 3. - Certification of Formation

Once Certificates of Completion for the Marriage Preparation and/or the NFP are provided, all documents should be placed in the **Marriage Record File**.

PART 3 – GOING TOWARD THE ALTAR

Step 1. Church Wedding Policy

- A. The pastor or his representative should provide the couple with the church wedding policy of their parish.
- B. It is important the couple attends Sunday Mass regularly while preparing for marriage and receives the sacrament of reconciliation.

Step 2. Marriage License

The couple should apply for marriage license according to Guam Law.

Step 3. Liturgical Preparation.

The couple should prepare and choose the Readings and Music for the liturgy based on the Guidelines for the Sacrament of Marriage, found in the Archdiocese of Agana Liturgical Guidelines (2003).

PART 4 – RECORDING PROCESS

Step 1. Signed Marriage License and Certificate

The couple, witnesses, and presider should sign Marriage License and Church Marriage Certificate after the celebration of the sacrament. Copies should be retained for the Marriage File.

Step 4. Recording Marriage in Sacramental Records:

After a marriage has been celebrated, the pastor of the place of the celebration or the person who takes his place, even if neither assisted at the marriage, is to note as soon as possible in the marriage register the names of the spouses, the person who assisted, and the witnesses, and the place and date of the celebration of the marriage according to the method prescribed by the conference of bishops or the diocesan bishop. (Canon 1121: §1.)

Step 5. Notification of Church of Baptism (Attachment 13):

When the marriage of a Catholic is celebrated, convalidated, or sanated, the pastor of the parish where the record of marriage is retained must notify the church of baptism as soon as possible. This notification is to include the names of the

spouses and the date and place of the wedding, convalidation, or sanation; and parent names of baptized; the names of the official and witnesses are not required.

Step 6. Sending to Archive:

- A. After marriage has been recorded in the marriage register of the parish, complete premarital files should be forwarded to the Chancery's Archives for filing with the Marriage Record Checklist (Attachment 4).
- B. Filing
The file for each couple is to be kept in its own envelope or folder, clearly marked with the parties' names and the date of the marriage. The files should be arranged in alphabetical or chronological order and kept together in a locked file cabinet or safe.

APPENDICES

I. When does a priest need delegation?

The Code of Canon Law of the Catholic Church states that “the ordinary minister of confirmation is a bishop”. However, it also allows for priests (presbyters) provided with this faculty by law or by special grant to validly administer confirmation. (canon 882)

- The Faculty to Confirm MUST BE REQUESTED by Priest when:
 - The person to be confirmed is an already BAPTIZED CATHOLIC and is NOT in danger of death (canon 884, §1). He/she must not have been validly confirmed previously.
 - The person to be confirmed was PREVIOUSLY RECEIVED INTO THE FULL COMMUNION of the Catholic Church and has not been validly confirmed previously.
 - *Note: this is the case with parish confirmation ceremonies when the bishop cannot be present. Also, the priest may request faculties to confirm a Catholic who is not already confirmed and is preparing for marriage (note canon 1065, §1).*
- Within the boundaries of his parish, PASTORS AND PAROCHIAL VICARS can confirm by law without requesting faculties when:
 - Baptizing a person who is an adult. Confirmation and Holy Communion are also to be administered to the same persons during the same liturgy unless serious reasons prevent this (canons 883, §2 and 866).
 - *Note: this most often takes place at the Easter Vigil, where “catechumens” are baptized, confirmed and receive Holy Communion.*
 - Receiving a VALIDLY BAPTIZED, NON-CATHOLIC CHRISTIAN who is an adult into the Catholic faith. Confirmation and Holy Communion are to follow (canon 883, §2)
 - *Note: this also occurs most frequently at the Easter Vigil, when “candidates” are welcomed into the Church and receive the sacraments of Confirmation and Holy Communion.*
 - Readmitting into full communion a baptized non-confirmed Catholic who previously committed APOSTASY (rejected Christianity entirely)
 - *Note: this also occurs most frequently at Easter Vigil*
 - Readmitting into full communion a baptized non-confirmed Catholic who THROUGH NO PERSONAL FAULT was raised in a NON-CATHOLIC religion.
 - *Note: This section also applies to those priests who have been given a mandate to confirm (for example, Vicars General and other priests to whom the Bishop entrusts this responsibility).*
- ANY PRIEST can confirm without delegation when:
 - A person is in danger of death (canon 883, §3)
 - *Note: the person is to be baptized first, if not already baptized. The person to be confirmed does not need to be age 7 or older. This includes those baptized in other Christian faiths who are received into the Catholic faith.*

II. Form Attachments

N.B. Official Archdiocesan Forms on Marriage should only be used. No transfer or copy into parish letterhead needed. Sample letters should be used with the official parish letterhead.

1. Request for the Sacrament of Matrimony
2. Form A Pre-Nuptial Interview
3. Form B Witness Affidavit of Freedom to Marry/Sample Letter
4. Marriage Record Checklist
5. Form C Request for Dispensation from Matrimonial Mixed Religion or Disparity of Cult
6. Form D Petition for Declaration of Nullity in a Lack of Form Case
7. Form E Transmittal Documents
8. Form F Affidavit of Baptism (Catholic Party)
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Attachment 1



ARCHDIOCESE OF AGAÑA
 196 Cuesta San Ramon Ste B, Hagatña, Guam 96910-4334
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**REQUEST FOR THE SACRAMENT
 OF MATRIMONY**

Congratulations on your engagement! As you begin to prepare for the Sacrament of Matrimony, please keep in mind that couples requesting to be married in the Catholic Church are required to enter a preparation process lasting approximately six (6) months.

INSTRUCTIONS

Once you have completed and signed this request, please attach the following required documents and submit this request to the parish office. The required documents are:

- recently issued (within 6 months) original baptismal certificate;
- copies of First Communion and Confirmation certificates if not noted on the baptismal certificate;
- baptismal certificate or information of Non-Catholic Christian (if applicable);

The parish office will then schedule an appointment for your Pre-nuptial Interview with the pastor or his representative. **No wedding date will be scheduled until after this appointment and all canonical requirements have been met.**

Note: Baptized Catholics who have not received their First Holy Communion or Confirmation are expected to do so before their wedding.

Parish of Wedding: _____

	BRIDE	GROOM
Name: Last, First, Middle		
Date & Place of Birth		
Present Address		
Religion		
Parish Registered In		
Contact Numbers:		
Email Address		
Have you been previously married, even if only civilly?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit original Marriage Certificate of former marriage & a copy of Final Divorce Decree	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit original Marriage Certificate of former marriage & a copy of Final Divorce Decree

We the undersigned request for the sacrament of matrimony to take place at this parish and understand that the date and time of our wedding will NOT BE CONFIRMED until a priest of the parish (or visiting clergy) has agreed to witness the marriage and all canonical requirements have been met.

 Signature of Bride

 Signature of Groom

OFFICE USE ONLY (DO NOT FILL IN)

RECEIVED DATE	Certificates Received		Appointment with pastor or representative
	BRIDE	GROOM	Date:
	Baptismal <input type="checkbox"/>	<input type="checkbox"/>	Time:
	First Communion or notation <input type="checkbox"/>	<input type="checkbox"/>	With whom:
	Confirmation or notation <input type="checkbox"/>	<input type="checkbox"/>	

Attachment 2



ARCHDIOCESE OF AGAÑA
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FORM A

Instructions

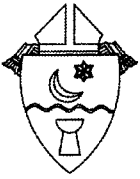
PRE-NUPTIAL INTERVIEW

INSTRUCTIONS

1. PRINT FORM double sided on one sheet of paper (2 pages on 1 sheet of paper).
2. The priest or deacon to witness the marriage is responsible for the completion of this form.
3. The parties must be questioned separately, and their responses recorded by the priest or deacon.
4. The priest or deacon shall have the parties take an oath when answering questions.
5. **If either party has been previously married, no wedding date can be confirmed until all previous marriages have been ecclesiastically declared null or dissolved (death excepted, but Death Certificate should be provided).**
 - a. these cases should be referred to the Tribunal Office for review for possible Annulment or Lack of Form.
6. Additional forms are required and must be sent to the Tribunal when:
 - a. any dispensation or permission of the Ordinary is required; and/or
 - b. if one of the parties is a resident of another Diocese, or the marriage is to take place in another Diocese.
7. Documents that must accompany this form:
 - a. Recently issued baptismal records for all baptized persons involved,
 - b. First Holy Communion Certificate
 - c. Confirmation Certificate
8. Complete information on all pages and required signatures.
9. Remember to include the Parish Seal.
10. Remember to give delegation/permission when applicable.

Checklist:

- Form A complete, signed & sealed
- Recently Issued Baptismal Certificate
- First Holy Communion Certificate
- Confirmation Certificate



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Pre-Nuptial Interview FORM A

Date of Initial Interview: _____ Parish of Wedding: _____

Person(s) Conducting Preparations: _____

INTERVIEW OF BRIDE GROOM

The pastor or his delegate, having reminded the party of the sacred character and binding force of an oath, will ask: **Do you solemnly swear to tell the truth and nothing but the truth in answering the questions that shall be proposed to you, so help you God?** _____

1. Full name? _____
 Address? _____
 How long have you lived at this address? _____ Home phone? _____
 Occupation? _____ Work phone? _____
2. Your religion? _____ If Catholic, which rite? _____
 Parish of Residence? _____ Are you a registered parishioner of
 your parish of residence? Yes No
 If No, where are you registered? _____ Diocese? _____
3. Date of Birth: _____ Place of Birth? _____

Father's	Mother's
Name: _____	Maiden Name: _____
Address: _____	Address: _____
Religion: _____	Religion: _____
4. Were you ever baptized? _____ In what religion? _____
 Date: _____ Church: _____ Place: _____

QUESTIONS 5, 6 & 7 ARE ASKED ONLY OF CATHOLICS

5. Have you made your First Holy Communion? Yes No If Yes, date: _____
 Church? _____ Place: _____
 6. Have you been confirmed? Yes No If Yes, date: _____
 Church? _____ Place: _____
 7. When did you last approach the Sacrament of Penance? _____
 When did you last receive the Holy Eucharist? _____
-
8. Give the names and addresses of two persons (preferably family) who could testify to your freedom to marry.

 9. Have you ever previously been married or attempted marriage, even if only civilly, or lived in a common law union?
 Yes No If Yes, how many times? _____
 Name of former spouse? _____ Religion? _____
 Present Disposition: Dissolved by death. Date: _____ (*attach Death Certificate*)
 Dissolved by Civil Divorce Date of Divorce _____ (*refer to Tribunal Office*)
 By Ecclesiastical Decree Date of Decree _____ (*attach Annulment Decree*)
 Location of the Tribunal _____
 10. Has your intended spouse ever been married or attempted marriage, even if only a civil marriage? Yes No
 If yes, how many times? _____ Names of former spouses _____
 11. Are you related to you intended spouse by blood (kinship), or by a legal relationship (in-law or by adoption)?
 Yes No If yes, describe the relationship _____

12. Do you or your intended spouse have any physical, emotional, or psychological situations which may affect your marriage?
 Yes No If yes, please explain: _____
-
13. Is any person or circumstances forcing you to enter this marriage against your will? Yes No
 Is any person or circumstances forcing your intended spouse to enter this marriage against his/her will? Yes No
14. Are you attaching any conditions, restrictions, or reservations of any kind to your consent to this marriage?
 Yes No If yes, please explain: _____
-
15. Do you intend to enter a permanent marriage that can be dissolved only by death? Yes No
16. Do you intend to be faithful to your spouse always? Yes No
17. Do you understand that one of the purposes of marriage is the begetting and rearing of children? Yes No
 Do you accept and intend to fulfill this aspect of marriage? Yes No
 Does your intended spouse accept and intend to fulfill this aspect of marriage? Yes No
18. How long have you known your intended spouse? _____ How long have you been engaged? _____
19. Have either your parents or your intended spouse's parents any objections to this marriage? Yes No
20. Is there any major fact about you, either in the present or in the past, which you have not made known to your proposed spouse and which might affect his/her willingness to marry you? Yes No

I now affirm the truth above,

Signature: _____ Date: _____

I, the undersigned priest/deacon, declare that the persons whose signatures are affixed above appeared before me personally on the date given above, that I proposed to each one individually all of the above questions under oath and personally recorded the answers given; that each party was interviewed by me separately; that no one else was present during the questionnaire; and that I am satisfied as to the identity of the party.

 Parish Signature of Priest/Deacon

 City Date Type/print Name



DELEGATION

(Delegation to witness the marriage is required for the VALIDITY of the marriage if the officiant is not the pastor or parochial vicar of the parish in which the marriage is occurring. Delegation must be granted by the canonical pastor of the parish in advance of the wedding. Canon 1111).

PERMISSION

(Where marriage is taking place in a parish other than the parish of one of the parties. Canon 1115)

I, the undersigned, hereby delegate/give permission to _____
 to witness this marriage.

 Name of Pastor Signature of Pastor Date



Attachment 3



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FORM B

Instructions

WITNESS AFFIDAVIT OF FREEDOM TO MARRY

INSTRUCTIONS

1. PRINT FORM double sided on one sheet of paper.
2. The priest or deacon to witness the marriage is responsible for the completion of this form.
3. Witnesses *ideally* should be family members or friends who have known the bride/groom since early adolescence.
4. Complete information on all pages and required signatures.
5. Remember to include the Parish Seal.
6. If the witness resides off island, the form may be sent to them and approved by the Chancery Office of the (arch)diocese where they reside.
7. The Chancery Office mails the accomplished Form back to the place of marriage.



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INSTRUCTIONS:

1. The priest or deacon to witness the marriage is responsible for the completion of this form. Required for Pre-Nuptial File.
2. Witnesses *ideally* should be family members or friends who have known the bride/groom since early adolescence.

**Witness Affidavit of
Freedom to Marry
FORM B**

Purpose: To seek from the witness understanding of the bride's/groom's intention and readiness to enter into a sacred marriage.

Name of Bride or Groom: _____

The pastor or his delegate, having reminded the party of the sacred character and binding force of an oath, will ask: **Do you solemnly swear to tell the truth and nothing but the truth in answering the questions that shall be proposed to you, so help you God?** _____

QUALIFICATION OF WITNESS:

1. What is your full name? _____
(Please print all information)
2. Your religion? _____
3. What is your relationship to the above-named person? _____
Have you been closely associated with him/her? _____ How long? _____
4. Where does this person live? _____

BAPTISMAL STATUS

5. What is his/her religion? _____
6. How actively does he/she practice his/her religion? _____

ASKED ONLY OF CATHOLICS

Did he/she receive First Holy Communion? Yes No

If Yes, do you know when and where?: _____

Was he/she confirmed? Yes No

If Yes, do you know when and where?: _____

FREEDOM TO MARRY STATUS

7. Has this person ever contracted or attempted marriage (even if civilly or common law)? Yes No

ASKED ONLY IF THERE WAS A PREVIOUS MARRIAGE

To Whom? _____ When? _____

Where? _____

Before whom? Priest Minister Civil Official

Does this marriage bond still exist? Yes No Other _____

If not, how was this dissolved? by Church Annulment by Civil Divorce by Death

Does this person have any obligations arising from justice or charity toward the former spouse of any children born of this union? Yes No Other _____

If yes, are they being fulfilled? _____

INTENT AND CAPACITY

8. Whom does this person intend to marry? _____

Is this party related to his/her intended spouse by blood or marriage? Yes No

If yes, please give details: _____

Insofar as you know, does this party intend to enter a marriage that is a life-long union of exclusive love and affection, open to the bearing of children? Yes No

If not, please give details: _____

Is there anything else you believe you should make known about this proposed marriage? _____

Signature of Witness

Signature of Priest or Deacon

Type/Print name

PARISH SEAL

Parish

City

Date

If deposition is taken outside the Archdiocese of Agaña, it must be approved by Chancery Office of Diocese where witness resides.

Visum est: _____

Title: _____

Date: _____

Place: _____

DIOCESE SEAL

PARISH LETTERHEAD

**FORM B
SAMPLE LETTER**

Date

Rev. Fr. John Doe
Parish Name
Parish Address

Dear Rev. Fr. Doe:

(Bride's Name) and (Grooms Name) plan to get married on (Date) at (Name of Church, Location). May I request you or your delegate to please conduct the interview with one of (Bride's name/Groom's name) parents? This is to ascertain that there are no impediments to the proposed marriage since he/she lived in (Location...City/State) for (number) years. Attached is our Witness Affidavit of Freedom to Marry (Form B). It is important that this Form is used. Please note that we do not allow the witness to fill the Form himself or herself.

The filled out Form needs to be affixed with the seal of your Diocese. Kindly forward the filled-out forms to your Chancery Office. Your Chancery Office may just mail the form back to us in the address indicated in the Form.

Should you have any questions, please feel free to contact me.

Thank you very much.

God bless,

Rev. Fr. John Doe
Pastor
Phone:
Email:

PARISH SEAL

Attachment 4



MARRIAGE RECORD CHECKLIST

GENERAL INFORMATION	
Groom:	Bride:
Parish:	Parish:
City, State:	City, State:
Date of Wedding:	Time of Wedding:
Parish/City of Wedding	
Minister Arranging Wedding:	
Officiant:	
If the wedding is occurring within the Archdiocese of Agaña and the officiant is from another diocese, a Letter of Good Standing must be secured at least a month in advance of the wedding and a copy sent to the Archbishop's Office.	Delegation to witness the marriage is required for the VALIDITY of the marriage if the officiant is not the pastor or parochial vicar of the parish in which the marriage is occurring. Delegation must be granted by the canonical pastor of the parish in advance of the wedding (Canon 1111). See FORM A
Date of Rehearsal:	Time of Rehearsal:
Best Man:	Maid of Honor:
If Convalidation: (civil ceremony: date, place, officiant):	

CHECKLIST		
Required Documentation	Submission Dates	
	BRIDE	GROOM
Original Baptismal Certificate (issued within the last six months)		
Copy of First Holy Communion Certificate		
Copy of Confirmation Certificate		
Pre-Nuptial Interview (FORM A)		
Affidavit of Freedom to Marry (FORM B)		
Civil Marriage License (if already married civilly, Original Civil Marriage Certificate) License Number:		
Marriage Preparation Certification: <input type="checkbox"/> Sponsor Couple <input type="checkbox"/> Evenings for Engaged <input type="checkbox"/> Engaged Encounter Weekend <input type="checkbox"/> Personal Instruction by priest/deacon <input type="checkbox"/> Other		
Other Documentation	Initial if Required	Submission Dates
FOCCUS Results		
Natural Family Planning Certification of Completion		
Request for Dispensation for Mixed Marriage or Disparity of Cult (FORM C)		
Letter of Good Standing for officiant from another Diocese		
Petition for Nullity in a Lack of Form Case (FORM D)		
Death Certificate of Former Spouse		
Declaration of Nullity Decree		
Delegation to Witness/Officiate Marriage (See Form A)		
Permission to Marry outside of Parish (See Form A)		
Affidavit of Baptism in Lieu of Certificate (Form E)		
Transmittal of Documents to Marry outside of the Archdiocese (Form F)		
Documentation Required After Marriage Rite Performed	Completion Dates	
Recorded in Parish Marriage Register: Date: _____ Volume: _____ Page: _____		
Notification of Place of Baptism for Bride & Groom		
Filing of Marriage License		
Parish Marriage Certificate		
Photocopy of Signed Marriage License		
Completed Marriage Record to be submitted to Chancery Archives & Canonical Records		

Notes:

- For a Bride and/or Groom who were/was previously married, please refer cases to the Tribunal Office for proper evaluation before any wedding date is confirmed.

Attachment 5



ARCHDIOCESE OF AGAÑA
196 Cuesta San Ramon Ste B,
Hagatña, Guam 96910-4334
Tel No. 671-472-6116 Fax No. 671-477-3519

FORM C

Instructions

REQUEST FOR DISPENSATION FROM MATRIMONIAL MIXED RELIGION OR DISPARITY OF CULT

IMPORTANT NOTES

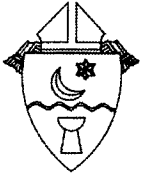
- The priest or deacon to witness the marriage is responsible for the completion of this form.
- This document is required when one of the parties is not Catholic.
- **No wedding date should be confirmed until Dispensation is granted.**
- It is important to give the Tribunal Office ample time to review documents.

INSTRUCTIONS

1. PRINT FORM double sided on one sheet of paper
2. Complete information on both pages and remember to include the Parish Seal.
3. Attach all required Original Pre-Nuptial forms and certificates along with the following:
 - a) If non-Catholic was baptized, provide recent baptismal certificate; if none available, an Affidavit of Baptism (Form E) is required.
 - b) If non-Catholic has never been baptized, an Affidavit stating this is required.
4. Submit documents noted above along with the \$25.00 processing fee to the Tribunal Office.
 - a) Checks are to be made payable to: *Marriage Tribunal*
5. Once the documents have been reviewed, the Tribunal Office will complete the information reserved for Chancery Use; assign a Protocol Number; and forward it to the Vicar General for approval and signature.
6. The complete and original documents will be returned to the parish and a copy will be placed in the Tribunal Office File.

Checklist:

- Form C complete, signed & sealed
- Non-Catholic Christian's baptismal certificate or affidavit of baptism; or Non-baptized affidavit of never being baptized.
- Completed Pre-Nuptial Form A & B of both bride & groom
- All Sacramental Certificates
- \$25 fee



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Tel No. 671-472-6116
Fax No. 671-477-3519

**Request for Dispensation from
 Matrimonial Mixed Religion or
 Disparity of Cult
 FORM C**

Please Type or Print

INSTRUCTIONS:

1. The priest or deacon to witness the marriage is responsible for the completion of this form.
2. Required in Pre-Nuptial file when one of the parties is not Catholic and should be forwarded to the Tribunal Office with the following attachments:
 - Completed Pre-Nuptial File (Forms A & B)
 - Baptismal Certificate of Catholic & Non-Catholic; if none available for Non-Catholic, an Affidavit of Baptism (Form E) is required.
 - If Non-Catholic has never been baptized, an Affidavit stating this is required.
3. There is a \$25 fee for this process. Checks should be made payable to: *Marriage Tribunal.*
4. No arrangements for wedding can be made until Dispensation is granted.

Dear Father,

_____, a CATHOLIC, son/daughter of _____
 and _____ residing at _____
 a subject of the parish of _____

WISHES TO MARRY

_____, a NON-CATHOLIC, son/daughter of _____
 and _____ residing at _____

- who was: baptized in the _____ sect _____
- doubtfully baptized in the _____ sect _____
- Never baptized in any Christian sect.

The above-mentioned Catholic humbly petitions His Excellency the Ordinary, to grant dispensation from the impediment of:

Mixed Religion and Disparity of Cult Ad Cautelam
 Mixed Religion Disparity of Cult

The reasons are: _____

Proposed Date and Place of Marriage: _____

The necessary promise is hereto attached. There appears to be no danger of loss of faith by the Catholic party.

Yours in Our Lord,

 Signature of Pastor

 Name of Parish

 Name of Pastor

 City

 Date

PARISH SEAL

Reserved for Chancery Use		Protocol No: _____
Granted from impediment of _____		
_____ Date	_____ Signature	_____ Title

PRIESTS/DEACONS PLEASE ANSWER THESE QUESTIONS

- YES NO Have both parties been instructed on the essential ends and properties of marriage?
 YES NO Are all baptismal certificates enclosed (Catholic and member of other Church or ecclesial community)?
 YES NO Was each Catholic party's baptismal certificate issued no more than six months BEFORE wedding prep?

CONVALIDATION - Date & Place of attempted marriage _____

DECLARATION AND PROMISES

By the Catholic Party:

As a practicing Catholic, I am fully aware of my obligation in conscience to remove any danger of falling from the Faith, and to have all the children born of my marriage baptized and brought up in the Catholic Faith, and I sincerely promise to fulfill this obligation.

Signature of Catholic Party

Statement by Priest/Deacon Witness:

I am satisfied that the Catholic has knowingly and willingly made the above declaration. I am also morally certain that the non-Catholic is fully aware of the obligations of the Catholic party.

Signature of Priest/Deacon Witness

Name of Priest/Deacon Witness

Date

PARISH SEAL

Attachment 6



ARCHDIOCESE OF AGAÑA
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Tel No. 671-472-6116 Fax No. 671-477-3519

FORM D

Instructions

PETITION FOR DECLARATION OF NULLITY IN A LACK OF FORM CASE FORM D

IMPORTANT NOTES

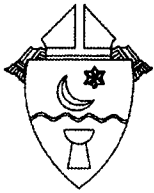
- The priest or deacon to witness the marriage is responsible for the completion of this form.
- **No arrangements for another marriage can be made until all previous marriages have been ecclesiastically declared null.**
- It is important to give the Tribunal Office ample time to review documents.

INSTRUCTIONS

1. PRINT FORM double sided on one sheet of paper
2. The Petitioner is the party requesting the declaration of Nullity and the Respondent is the other party.
3. Complete information on first page and remember to include the Parish Seal.
4. Attach all required Original Pre-Nuptial forms and certificates along with the following:
 - a) Original Civil Marriage Certificate of previous marriage.
 - b) Copy of final Divorce Decree
5. 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
6. Once the form has been reviewed, the Tribunal Office will complete the pertinent data, assign a Protocol Number and forward to the Vicar General for approval and signature.
7. The complete and original documents will be returned to the parish and a copy will be placed in the Tribunal Office File.

Checklist:

- Form D complete, signed & sealed
- Original Marriage Certificate of previous marriage
- Copy of Final Divorce Decree
- Completed Pre-Nuptial Form A & B of both bride & groom
- All Sacramental Certificates
- \$50 fee



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**PETITION FOR DECLARATION OF
 NULLITY IN A LACK OF FORM CASE
 FORM D**

Please Print or Type

CHURCH: _____

CITY: _____

PRIEST: _____

PROT. NO.: _____ (To be supplied by Tribunal Office)
--

PETITIONER	RESPONDENT
Full Name:	Full Name:
Residence:	Residence:
Date of Birth:	Date of Birth:
Place of Birth:	Place of Birth:
No. of Marriage: (1 st , etc.)	No. of Marriage: (1 st , etc.)
Religion:	Religion:
Date of Baptism:	Date of Baptism:
Date of Confirmation:	Date of Confirmation:
Place of Confirmation:	Place of Confirmation:
Father's Name:	Father's Name:
Mother's Name:	Mother's Name:
Address:	Address:
Mother's Religion:	Mother's Religion:

_____ Attempted marriage with _____
 at _____ on the _____ day of _____, 20____
 in the presence of a _____
(Minister) (Civil Official?)

_____ Plaintiff, divorced _____
 Defendant, at _____ on the _____ day of _____, 20____
(Date of Final Decree)

Petitioner wishes to marry _____ whose religion is _____

AFFIDAVIT OF PETITIONER IN LACK OF FORM CASE

I, the undersigned, do hereby pledge my word of honor and solemnly swear that the foregoing information, to the best of my knowledge, is true, and I further solemnly swear that I have never contracted or attempted any marriage during my lifetime except as indicated herein. I further solemnly swear that the marriage(s) described herein was (were) never rectified (blessed) according to the laws of the Catholic Church. So help me God.

Subscribed and sworn to before me
 at _____
 this _____ day of _____, 20____
 Priest: _____

 Signature of Petitioner

PARISH SEAL

PROT. NO.: _____
(To be supplied by Tribunal Office)

DECLARATION OF NULLITY FOR LACK OF FORM

Having diligently examined the authentic documents presented to us, **WE**, therefore, judge and declare that the marriage attempted by _____, a Catholic with _____ before _____ at _____ on _____ to be NULL and VOID according to the norm prescribed for marriage of Catholics by Canon 1094. FURTHER, that in virtue of the above judgement and declaration, _____ is free to marry sacramentally.

Given at Agana, Guam on this _____ day of _____ 20_____.

Vicar General

Witness: _____

Attachment 7



ARCHDIOCESE OF AGAÑA
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Fax No. 671-477-3519

FORM E

Instructions

TRANSMITTAL DOCUMENTS

FORM E

IMPORTANT NOTES

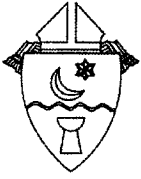
- The priest or deacon to prepare couple is responsible for the completion of this form, but the pastor should sign it.
- Remember to give Delegation/Permission for Witnessing Priest/Deacon in another (arch)diocese.
- It is important to give the Tribunal Office ample time to review documents and forward 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



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INSTRUCTIONS:

1. This form is used **ONLY** when a marriage is to be celebrated outside the Archdiocese of Agaña.
2. Submit this completed form and all the necessary Original Pre-Nuptial documents to the Tribunal Office **ONE MONTH** prior to the wedding date.

TRANSMITTAL OF DOCUMENTS
FORM E

Please Type or Print

From the Parish of _____ Village of _____
 Church of Marriage _____ Date of Marriage _____
 Address _____

I. INVESTIGATION OF FREEDOM

BRIDE		GROOM
	Name	
	Address	
	City, State, Zip	
	Religion	
	Date of Baptism	
	Church of Baptism	
	City, State	

II. DOCUMENTS

BRIDE		GROOM
	Recent Baptismal Certificate	
	Confirmation	
	FORM A (Self-Testimony)	
	FORM B (Witness)	
	Dispensation/Permission	
	Declaration of Nulity	

III. MARRIAGE PREPARATION

Sponsor Couple	
Natural Family Planning	
FOCCUS	
Others:	

The undersigned pastor (priest or deacon duly authorized for this) has no objection to the aforementioned marriage being performed outside the proper parish by a priest or deacon who complies with requirements of the law and has the necessary delegation.

Parish _____
 City _____
 Date _____

PARISH SEAL

 Pastor/Authorized Priest or Deacon

After examining the documents presented, and with the understanding that all of the requirements of law will be complied with, this Chancery has no objection to the marriage referred to above.

Chancery _____

City _____

Date _____

(Seal)

Ordinary/ Delegate

N.B. The pastor (authorized priest/deacon) before whom the ceremony takes place will send notices required by law to the pastor(s) of the parish(es) in which contracting parties were baptized, as well as to the proper present pastor(s) of both.

Attachment 8



ARCHDIOCESE OF AGAÑA
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INSTRUCTIONS:
 This form is used when there is a verifiable Baptism, but no official document or certificate exists (see Code of Canon Law 876).

AFFIDAVIT OF BAPTISM (CATHOLIC PARTY)

FORM F

Please Type or Print

In the presence of: _____
 (name of Catholic cleric under whose authority this affidavit is accepted by the Catholic Church)

I (we) testify that:

 (full legal name of person baptized)

child of _____
 (full legal name of mother of person baptized)

and _____
 (full legal name of father of person baptized)

born in _____
 (include locality (town, city, county, etc.), region (state, province, territory, etc.), and country)

on the _____ day of _____ in _____
 (day of birth) (month of birth) (year of birth)

WAS BAPTIZED

on the _____ day of _____ in _____
 (day of Baptism) (month of Baptism) (year of Baptism)

at _____
 (place of Baptism, including church name (or hospital, etc.), locality (town, city, county, etc.), region (state, province, territory, etc.), and country)

by _____
 (name of the individual who performed the Baptism (include the title of the individual, if known))

the godparents (or sponsors) being

 (if known)

and _____
 (if known)

Witness(es) to the Baptism

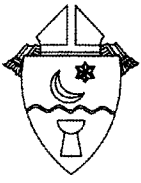
_____ Date _____
(signature of witness; this can be the subject of the affidavit if he/she was old enough to remember the Baptism)

_____ Date _____
(signature of second witness, if required by the diocese)

OFFICE USE ONLY (DO NOT FILL IN)

RECEIVED DATE	RECEIVED BY	Name of Parish & Full Address Receiving Affidavit Record

Attachment 9



ARCHDIOCESE OF AGAÑA
 196 Cuesta San Ramon Ste B,
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 Tel No. 671-472-6116
 Fax No. 671-477-3519

INSTRUCTIONS:
 This document is for use when impossible to provide a baptismal certificate.

AFFIDAVIT OF CERTIFICATE OF BAPTISM (NON-CATHOLIC PARTY)
FORM G

Please Type or Print

Full name of person baptized _____
 (maiden name if female)

Completed by a parent, godparent or another witness to the baptismal ceremony.

Oath: Do you solemnly swear before Almighty God to tell the whole truth and nothing but the truth in answering the following questions? _____

Name of Witness: _____

Address _____

Relationship to the person who was baptized _____

I hereby attest that I was a witness at the baptism of the above-mentioned person, that he/she was baptized "In the name of the Father, and of the Son, and of the Holy Spirit," and that he/she was immersed in water three times or had water poured over him/her three times.

Date of baptism _____ Name of church of baptism _____

Denomination of church of baptism _____

City/State/Zip/Country _____

Name of priest/deacon/minister of baptism _____

Names of those present at the ceremony _____

Do you know why no baptismal certificate can be acquired? _____

Your Signature _____ Date _____

Witness _____ Date _____
 (Signature should be witnessed by priest, deacon, minister or public notary)

Parish Seal

Attachment 10

PARISH LETTERHEAD

LETTER OF NOTIFICATION

Date: _____

SAMPLE LETTER

Bride _____

Groom _____

Your request for the Sacrament of Marriage to take place in our parish has been reviewed and found that:

- nothing impedes for the valid and licit celebration of marriage and therefore the request is granted with the wedding date and time confirmed for:

date: _____ time: _____

You will be receiving a referral form for marriage formation.

- further documents and/or actions are necessary and must be submitted/completed before a wedding date can be confirmed. These documents/actions are:

- it must be referred to the Tribunal Office for review and action.

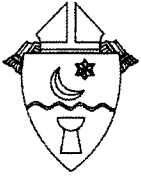
As you approach the Sacrament of Matrimony we will continue to pray for and accompany you on this journey to this vocation.

Sincerely,

Signature of [] Priest or [] Deacon

Type/Print Name

Attachment 11



ARCHDIOCESE OF AGAÑA
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 Fax No. 671-477-3519

Marriage Formation Referral

Date: _____ Parish of Wedding: _____

Parish Address: _____

Phone Number(s): _____ Fax Number: _____

Email Address: _____ Parish Point of Contact: _____

Bride's Information:

Name: _____

Home No: _____

Work No: _____

Cell No: _____

Email Address: _____

Mailing Address: _____

Groom's Information:

Name: _____

Home No: _____

Work No: _____

Cell No: _____

Email Address: _____

Mailing Address: _____

I, the undersigned priest/deacon, declare that the bride and groom appeared before me personally and that after having interviewed them; examined their freedom to marry; and addressed any impediments that may have arisen, have found that nothing impedes them from a valid and licit celebration of marriage. Their wedding date is confirmed for _____ . I, therefore, refer them to complete the following formation programs as indicated:

Please check appropriate box(es) to attend below:

FOCCUS INVENTORY

DATE TAKEN: _____

NATURAL FAMILY PLANNING CLASS

DATE TAKEN: _____

SPONSOR COUPLE PROGRAM

DATE COMPLETED: _____

Name of Sponsor Couple: _____ Contact No: _____

OTHER _____

DATE COMPLETED: _____

Signature of Priest or Deacon

Type/Print Name of Parish

Type/Print Name

PARISH SEAL

To Engaged Couple: Please present this letter to the Archdiocese of Agaña

Marriage Ministry Coordinator: Christine & Richard Rosario
 Tel: 488-1161 Email: sporcouplesguam@gmail.com

Natural Family Planning Coordinator: Tricia Tenorio
 Tel: 562-0029 Fax# 477-3519
 Email: tricia.tenorio@archagana.org

Attachment 12



ARCHDIOCESE OF AGAÑA
 196 Cuesta San Ramon Ste B, Hagatña, Guam 96910-4334
 Tel No. 671-472-6116 Fax No. 671-477-3519

NOTIFICATION OF MARRIAGE TO CHURCH OF BAPTISM

This serves as notification to (Name of Church of Baptism):

Address:

that (Name/Maiden Name if Applicable):

child of:

(Name of Father)

and

(Maiden Name of Mother)

Note:

was baptized on (Date): **at your parish,**

was married to (Name/Maiden Name if Applicable):

on (Date):

at (Church of Marriage):

Address:

Phone:

Signature of Priest or Deacon

Type/Print Name

PARISH SEAL



ARCHDIOCESE OF AGAÑA
 196 Cuesta San Ramon Ste B, Hagatña, Guam 96910-4334
 Tel No. 671-472-6116 Fax No. 671-477-3519

NOTIFICATION OF MARRIAGE TO CHURCH OF BAPTISM

This serves as notification to (Name of Church of Baptism):

Address:

that (Name/Maiden Name if Applicable):

child of:

(Name of Father)

and

(Maiden Name of Mother)

Note:

was baptized on (Date): **at your parish,**

was married to (Name/Maiden Name if Applicable):

on (Date):

at (Church of Marriage):

Address:

Phone:

Signature of Priest or Deacon

Type/Print Name

PARISH SEAL

