



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.

