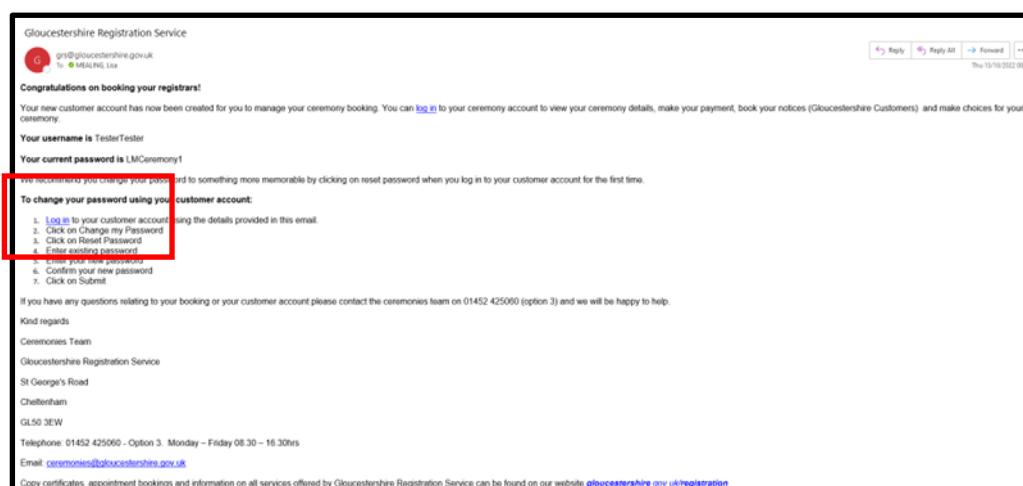


## Booking Notice of Marriage / Civil Partnership via your Customer Account

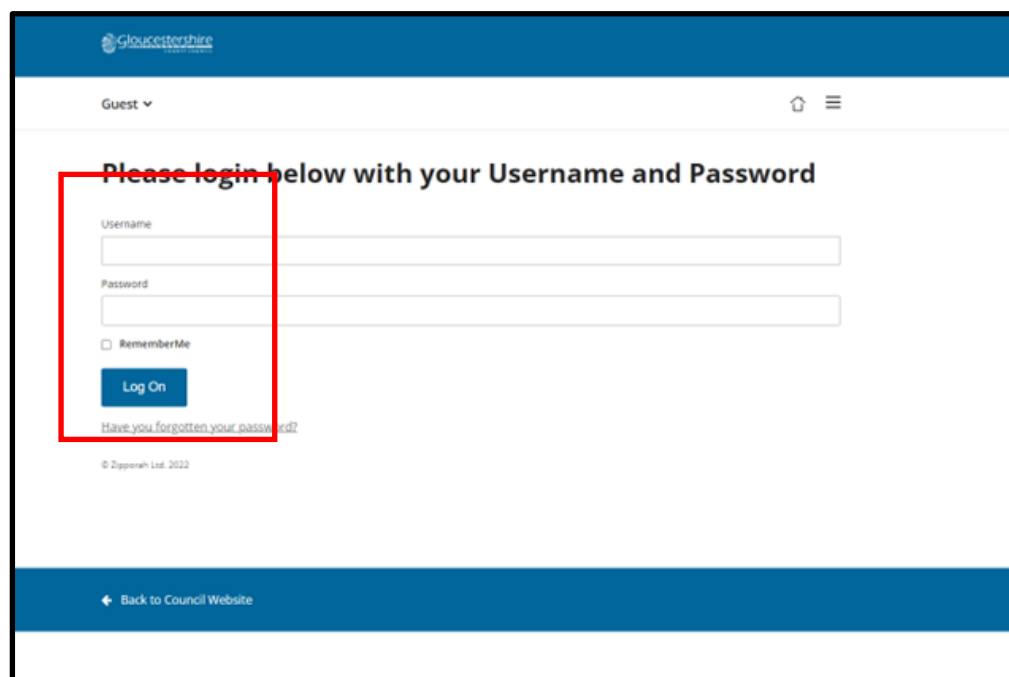
1. Couples that have a ceremony booked in Gloucestershire **and live in Gloucestershire** are now able to book their Notice appointments via their [customer account](#).

***If you live outside of Gloucestershire, please contact the registration service closest to where you live to book your notice of marriage/Civil Partnership appointment.***

2. Please log on to your customer account by clicking on the [link](#) on your confirmation email.



3. Enter your Username and Password and click on Log On.



4. Click on the Book Notice option.

Welcome to your customer account - if you need to return to this page at any point, please click on the home button next to your username (your username is your Booking ID number)

Ceremony Checklist 1 of 5 completed

- 1 Change Password
- 2 Book Notices (couple who live in Gloucestershire only - if you live outside of Gloucestershire, please contact your local Register Office to make your notice appointment)
- 3 Ceremony Choices
- 4 Pay My Fees
- 5 Ceremony Information - Please complete at the same time as selecting your ceremony choices.

Buttons: Change your password, Book Notice, Select Your Choices, Pay Now, Answer Questions

Your Ceremony 72 23 4 (DAYS HRS MIN)

5. Please ensure you read the terms and conditions before proceeding any further.

Book a Notice of Marriage appointment

You must have decided where you are getting married in order to give notice. You should make a provisional booking with the venue and the registration service for that district before continuing to book your notice appointment.

Please note: If you change your venue after giving notice you will have to give notice again and the fee of £35 per person will be payable for each new notice given. This is a legal requirement.

**Terms and Conditions**

Important - please read all of the below information before proceeding.

- Gloucestershire Registration Service requires you to make an appointment to give notice of marriage within 11 months of the date of your ceremony, unless we have agreed another timescale with you. It is your responsibility to notify us if you are unable to give notice within the time span specified above. We reserve the right to cancel your ceremony booking if you do not arrange to give notice of marriage within the requested time.
- The fee of £35 per person is payable at the end of the booking process to secure your appointment/s. Please be advised that if you do not complete the payment, or cancel the transaction - your slot will be cancelled and made available to someone else.
- If you do not attend your appointment or are 10 minutes late you will be required to re-book your appointment and will be charged a rebooking fee of £35 per person which will be payable at the time of your re-booking the appointment.

Please now read the giving notice page on our website by clicking [here](#). The webpage tells you the residency requirements and the documents you will need to bring.

- If you do not meet the residency requirements or do not bring all the required, original, valid, documentation we will not be able to take your notice. You will be charged a rebooking fee of £35 per person should you choose to rebook.
- If you are unsure that you live in the Gloucestershire district, please visit [Find a register office - GOV.UK \(www.gov.uk\)](#) which will inform you of the Registration Service your postcode comes under. No refund will be made if you book Gloucestershire and you will have to pay again when you book at the correct location.

By continuing and booking an appointment for a notice of marriage you are confirming that you:

- Have read the guidance on our [website](#)
- Have all the required documentation and can meet the residency requirements to give notice of marriage
- Have made a ceremony booking with the relevant registration service and venue, or as a minimum have decided where the ceremony is to take place
- Agree to our terms and conditions

6. Click in the box to confirm you have read the terms and conditions and then click Next.

Please tick this box to confirm you have read and understood the above terms and conditions and have read our [website](#) to understand the documents you will need to provide at the appointment.

☐ I have read and understood the terms and conditions and I understand the documents I/we will need to produce when giving notice.\*

Next

7. The preliminary questions are auto-populated, please check that these are all correct, change any answers that are not correct and select if you are booking a notice for one person (single) or two people (double) then click submit.

Were you born on or before 31st December 1982?

☒ Yes  
☐ No

Was your partner born on or before 31st December 1982?

☒ Yes  
☐ No

Will you be bringing an interpreter? (if you have any difficulty understanding or speaking English you MUST bring an interpreter with you)

☐ Yes  
☒ No

Each person planning to marry must attend a notice appointment in person. If you are both British, Irish or EEA nationals with EU Settlement Scheme (EUSS) status granted or applied for before 1 July 2021, you may attend separately. If either of you is a non-EEA national or an EEA national without EU Settlement Scheme (EUSS) status granted or applied for before 1 July 2021, then you MUST attend a double appointment together. We want to book a :

☐ Single Notice - We are attending separately  
☒ Double Notice - We are both attending together

[Cancel](#)

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[Back to Council Website](#)

8. Select the office you wish to attend to give your notice of marriage / civil partnership from the drop-down list.

If either or both of you are a non-EEA or an EEA national without EU Settlement Scheme (EUSS) status (granted or applied for before 1st July 2021), you will have to give notice together at our Gloucester office.

Please note:

- The times shown are for the length of your appointment
- Please ensure you have read the giving notice page by clicking [here](#). Failure to do so may result in your appointment being abandoned and you will need to pay again for another appointment.

Office

Select

October 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date

13/10/2022

Enter Resource Category

9. Select the date you wish to attend the office.

Office  
Cheltenham

October 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date  
18/10/2022

Calendar Submit

Click Book	Date Available	Available Time
<div style="border: 2px solid red; padding: 2px;">Book</div>	18/10/2022	09:30 10:30
<div style="border: 2px solid red; padding: 2px;">Book</div>	18/10/2022	09:40 10:40
<div style="border: 2px solid red; padding: 2px;">Book</div>	18/10/2022	09:50 10:50
<div style="border: 2px solid red; padding: 2px;">Book</div>	18/10/2022	10:00 11:00

10. Appointment will appear below the calendar. Click on the green 'Book' button to select the time you wish to attend your appointment.
11. Click on the Next button at the bottom of the screen.

Address: 321 Westgate Street  
321 Westgate Street  
westgate street  
Gloucester  
GL50 3EW

Address: 321 Westgate Street  
321 Westgate Street  
westgate street  
Gloucester  
GL50 3EW

Primary Email: lisa.mealing@gloucestershire.gov.uk

[Edit Details](#)

Submit

[Cancel](#)

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[Back to Council Website](#)

12. Click on the Submit button at the bottom of the screen

**Select Payment Method**

Please ensure you have a credit or debit card available as when submitting this page, you will need to make payment. In a result of a declined payment please try an alternative card. Please do not close the window / tab or press the back arrow. If you do this, you may lose your booking / appointment and you will not receive confirmation.

Please note - if your booking has been successful you will receive a confirmation email with a receipt.

If you need further assistance, please telephone 01452 425060 (option 3)

Narrative	Cost	VAT Rate	VAT Rate Group
Notice of Marriage - Cheltenham L flat fee(s) of 35.00	£ 35.00	0.00%	Exempt
Notice of Marriage - Cheltenham L flat fee(s) of 35.00	£ 35.00	0.00%	Exempt

**Gross: £70.00**

**Select Payment Method**

☐ Card - Holder present

**Submit**

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[← Back to Council Website](#)

13. Your payment is now required to secure your appointment. Click in to the 'card – holder present' tick box and click on 'submit'. And follow the process through to make payment.

14. When you verify your name and address for your payment, please ensure that you include your email address to receive a confirmation email for your payment.

All fields marked \* are mandatory

The information below is collected for 3DS2 card authentication purposes, to better assess risk and improve security. Without this data you are more likely to be challenged by your card issuer and asked to provide additional input for Strong Customer Authentication (SCA)

Cardholder's Name\*

Address

Town/City

Country

Postcode

If you provide an email address below, we will send you an email confirming your payment.

E-mail

**Continue** **Back** **Reset**

15. Please visit the Celebrate with Us website for information on the **documentation you are required to present at your notice of marriage / Civil Partnership** appointment. You will also find a useful checklist that you can download and print to ensure that you bring all the correct documentation to your appointment.