

**APPLICATION  
FOR A  
CERTIFICATE OF APPROVAL  
FOR  
MARRIAGE OR CIVIL PARTNERSHIP  
IN THE UK**

*You also need the separate guidance documents listed below, which you should read before making your application:*

- *COA guidance notes (version 04/2009)*
- *UKBA photograph guidance (version 04/2009)*

*If you do not already have these documents, you can get them from our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or by calling 0870 241 0645.*

*Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the the version which must be used when you are ready to apply.*

*The fee - please note that with effect from 9 April 2009, the specified fee for an application for a certificate of approval (COA) for marriage or civil partnership is suspended. Anyone applying on or after that date will not be required to pay a fee while the specified fee is suspended.*

*Applications on this form may only be made by post.*

*The address to which you must send an application on this form is:*

**UK Border Agency  
Leave to Remain - COA  
PO Box 504  
Durham  
DH99 1WE**

This form is to  
be used for  
applications made  
on or after  
9 April 2009



**SECTION 1 - APPLICANT'S DETAILS**

1.1 Your title - please tick  If **other**, what is your title?

Mr Mrs Miss Ms Other

1.2 Your gender - please tick

Male Female

1.3 Your date of birth

Day Month Year

1.4 Your full name as in your passport or travel document

1.5 Surname or family name

1.6 Any other name(s) by which you are or have been known

1.7 Nationality

1.8 Place of birth - town or city

1.9 Passport or travel document number

1.10 Home Office reference if you have one

1.11 National insurance number if you have one

1.12 Your UK address - please inform us immediately if this changes

Postcode

1.13 Your daytime telephone number

Your mobile telephone number if you have one

1.14 Your e-mail address if you have one

1.15 Name and address in the UK for all correspondence about your application if different from 1.12

Postcode

1.16 If you have completed 1.15 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

# SECTION 2 - YOUR FIANCÉ(E) OR PROPOSED CIVIL PARTNER

## Photographs

You must provide two identical photographs of your fiancé(e) or proposed civil partner.

Write their full name on the back of each photograph and enclose them in the envelope attached to section 1 as instructed there.

**2.1** Full name of your fiancé(e) or proposed civil partner as shown in passport or travel document


**2.2** Surname or family name

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**2.3** Any other name(s) by which he/she is or has been known


Day          Month          Year

**2.4** Date of birth

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Gender - please tick

Male	Female
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**2.5** Nationality (see **Note 1** below)

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**2.6** Place of birth - town or city and country

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**Note 1** If your fiancé(e) or proposed civil partner was born in the UK on or after 1 January 1983, they are not necessarily British by birth. If they do not have a British passport or evidence that they have been granted indefinite leave to enter or remain in the UK, they will have to provide the following to establish their immigration status:

- a full birth certificate showing both parents' names, and evidence of their parents' nationality or immigration status at the time of their birth; and
- their parents' marriage certificate if they are relying on their father's immigration or nationality status.

The acceptance of any such evidence for the purposes of this application does not amount to a formal determination of your fiancé(e)'s or proposed civil partner's nationality. Further information about British nationality can be found on our website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

**2.7** Full address of your fiancé(e) or proposed civil partner


Postcode

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**2.8** Their UK daytime telephone number

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Their UK mobile telephone number if they have one

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**2.9** If your fiancé(e) or proposed civil partner lives in the UK, how long has he or she lived here?

Years	Months
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**2.10** If he or she is subject to immigration control, is he or she also applying for a COA?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**2.11** If he or she was born in the UK on or after 1.1.83, are you providing additional evidence as required in **Note 1** above?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**2.12** If he or she lives outside the UK and is subject to immigration control, is he or she obtaining a fiancé(e) or proposed civil partner visa? See **Note 2**.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Note 2** Please note that before you can be issued with a certificate of approval, we will need to see your fiancé(e) or proposed civil partner's passport. You should therefore arrange for it to be sent to our Croydon address (see part 12 of the guidance notes) as soon as possible after their arrival in the UK with a fiancé(e) or proposed civil partner visa.

# SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying.

Certificate of approval for marriage in the UK

Certificate of approval for civil partnership in the UK

# SECTION 4 - YOUR PRESENT IMMIGRATION STATUS

## 4.1 Tick one of the boxes below to indicate your current immigration status.

I have been granted leave to enter or remain in the UK for more than 6 months and have at least 3 months of that leave still remaining.

Other - if you tick this box, please state your current immigration status in the box below and give any factors which you would like us to consider, given that you do not meet the criteria of (a) having had more than 6 months' leave and (b) having at least 3 months of that leave still remaining. Continue on a separate sheet if necessary and enclose it with this form.

## SECTION 5 - ADDITIONAL QUESTIONS

- 5.1** Have you been married or in a civil partnership before? Yes  No
- 5.2** Has your fiancé(e) or proposed civil partner been married or in a civil partnership before? Yes  No
- 5.3** Are you free to marry or to enter into a civil partnership? Yes  No
- 5.4** Is your fiancé(e) or proposed civil partner free to marry or to enter into a civil partnership? Yes  No
- 5.5** Have you applied for a certificate of approval before? Yes  No
- 5.6** Has your fiancé(e) or proposed civil partner applied for a certificate of approval before? Yes  No

**5.7** If you have answered **yes** to question(s) **5.5** and/or **5.6**, please give details of the fiancé(e) or proposed civil partner named in the previous application(s). If more than one previous application, please provide the details in a copy or copies of this section and enclose it/them with this form.

The full name of the fiancé(e) or proposed civil partner named in the previous application


Their nationality

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Date of birth

Day		Month		Year	

Date of application

Day		Month		Year	

Their address at the time of the application


Postcode

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**5.8** If your application for a COA is granted, do you intend to apply for permission to remain in the UK on the basis of your relationship with your partner after getting married or entering into a civil partnership? If not, please state what you intend to do. Continue on a separate sheet if necessary and enclose it with this form. Yes  No

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## SECTION 6 - PHOTOGRAPHS

You must provide the photographs specified below. They must be in the format specified in the separate UKBA photograph guidance provided with this form.

**Please note** that we will return the photographs if they are unacceptable and ask you to provide others which are acceptable. This will delay consideration of your application.

Tick the boxes to confirm the photographs that you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

- Two recent identical passport-size photographs of yourself** with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.
- Two recent identical passport-size photographs of your fiancé(e) or proposed civil partner** with his or her full name written on the back of the photographs. See **Note 3**.

**Note 3** You must provide these photographs even if your fiancé(e) or proposed civil partner is outside the UK when you make this application.

## SECTION 7 - DOCUMENTS

You must provide the documents listed below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the boxes next to the relevant items to show the documents you are providing. They must be originals.

**Please note** that in some cases, we may have to ask for other documents in addition to those specified in this form.

- Your current passport, travel document or other document (if you do not have a passport or travel document)** showing your immigration status. If you last entered the UK on a previous passport, travel document or other document, please provide this document if you have it.
- Your identity card for foreign nationals** if you have been issued with one since entering the UK. See **Note 4**.
- Your fiancé(e) or proposed civil partner's current passport, travel document, European identity card** (if he or she is an EEA national), or other document showing their current immigration status if he or she does not have a passport, travel document or European ID card.
- Your fiancé(e) or proposed civil partner's identity card for foreign nationals** if they have been issued with one since entering the UK. See **Note 4**.

**Note 4** Beginning with applications in certain categories, identity cards for foreign nationals will be issued to foreign nationals from 25 November 2008 when they are given permission to remain in the UK.

- A notarised copy of your fiancé(e) or proposed civil partner's passport, travel document or European ID card** if he or she is a British citizen or EEA national and has to travel outside the UK at the time you submit your application and you are unable to supply the original document.
- The full birth certificate of your fiancé(e) or proposed civil partner** if he or she is a British citizen and does not hold a British passport. A full birth certificate is one showing the parents' names. See **Note 1** on page 5 for more information about birth in the UK.
- Evidence that you are free to marry or enter into a civil partnership** if you have been married or in a civil partnership before. If you are providing divorce certificate(s) or other evidence in a language other than English, you must provide certified translations, together with the original document(s).
- Evidence that your fiancé(e) or proposed civil partner is free to marry or enter into a civil partnership** if your fiancé(e) or proposed civil partner has been married or in a civil partnership before. If you are providing divorce certificate(s) or other evidence in a language other than English, you must provide certified translations, together with the original document(s).

## SECTION 8 - DECLARATION

You and your fiancé(e) or proposed civil partner must now read the declarations below and sign them. They must be signed by you (the applicant) and your fiancé(e) or proposed civil partner and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.

### The applicant

I hereby apply for a certificate of approval for marriage / to enter into a civil partnership (**delete as appropriate**). The information I have given in this form is complete and is true to the best of my knowledge.

I confirm that the photographs submitted with this form are a true likeness of myself and my fiancé(e) / proposed civil partner (**delete as appropriate**) as named on the back of each photograph and that I have had the opportunity to see the UK Border Agency (UKBA) photograph guidance.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes, and to enable them to perform their functions. I also understand that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the UKBA website.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence to make a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain a certificate of approval for marriage or civil partnership by means which include deception.**

Signature

Date

### Your fiancé(e) or proposed civil partner

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence to make a statement or representation which I know to be false or do not believe to be true, or to help someone to obtain or to seek to obtain a certificate of approval for marriage or civil partnership by means which include deception.**

Signature

Date

# PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents. At "A", tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals.

A. Listed items	How many?
Photographs of yourself	
Photographs of your fiancé(e) or civil partner	
Passports and/or travel documents	
ID card(s)	
Birth certificate(s)	
Divorce or dissolution certificate(s)	
<b>B. Other documents</b>	

## FINAL CHECKS

To ensure that your application is complete, please make the following final checks. Tick each box that is relevant to your application.

Is COA the right form for you and is it valid for use?  
See date on front page.

Have you ticked a box in section 3 to show the category in which you are applying?

Have you completed the rest of the form as required?

Have you provided the photographs specified in section 6 and are they in the approved format?

Have you provided your current passport or travel document and all other relevant documents specified in section 7 and are they originals?

If you are unable to send us any of the documents specified in section 7 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them?

Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 8?

Finally, please make sure that the application is addressed exactly as shown below if you are posting it.

**UK Border Agency  
Leave to Remain - COA  
PO Box 504  
Durham  
DH99 1WE**