



CIVIL PARTNERSHIP REGISTRATION IN SCOTLAND

(NOTES)
to Form CP10

GUIDANCE NOTES TO HELP YOU COMPLETE THE CIVIL PARTNERSHIP NOTICE APPLICATION FORM CP10

(These notes are not part of the form CP10 prescribed under the Civil Partnership Act 2004)

If you are planning to register your civil partnership in Scotland, please read these notes carefully

NOTE 1 - HOW AND WHEN TO GIVE NOTICE

To help you complete Section A1

Fill in your proposed date of civil partnership registration at A1. Remember that by law both parties to a proposed civil partnership registration must submit civil partnership notice forms **to the registrar of the district in which the civil partnership registration is to take place**, informing the registrar of their intention to do so. This means that both parties must be aware of the proposed civil partnership registration and independently complete and sign the declaration on the civil partnership notice form. Failure to give proper notice can result in a civil partnership registration being postponed or prevented from proceeding. Notice must be given in the three-month period prior to the date of civil partnership registration and **NOT LATER THAN 15 DAYS BEFORE THE DATE OF REGISTRATION OF THE CIVIL PARTNERSHIP**.

Timing is important. You must submit the notices early enough to enable the registrar to be satisfied that you are free to register a civil partnership. Normally notices should be in the registrars hands about FOUR weeks before the civil partnership registration but if either of you has been married or in a civil partnership before, the notices should be with the registrar SIX weeks beforehand. **The minimum period is 15 days before the date of the proposed civil partnership registration, but if you leave things as late as this you could be faced with the need to postpone your civil partnership registration.** Only in exceptional circumstances will the Registrar General authorise a civil partnership registration to take place if 15 days' notice has not been given.

Make advance arrangements with the registrar. This is particularly important if the civil partnership registration is to be in a registration office or at a place agreed with the local council in towns and cities, where large numbers of people may want to register civil partnerships at certain times of the year.

Although you need not both attend personally at the registrar's office to hand in your civil partnership notice, at least one of you may be asked to attend there personally before the date of the civil partnership registration. This is necessary to finalise arrangements with the registrar. Personal attendance is necessary at this stage because the registrar will need further information before the civil partnership registration can proceed.

When you give notice you will be required to sign a declaration to the effect that the information given on your notice is correct. **As a safeguard against simultaneous marriage and/or civil partnership the Registrar General makes a subsequent check of the information.** Do not delay giving notice simply because you are waiting for any of the documents mentioned at note 7 to come to hand. If time is getting short it is better to give notice first and then pass the documents to the registrar when they become available; but they must be made available to the registrar in advance of the civil partnership registration. Provided the documents are in order the civil partnership registration can proceed as arranged.

NOTE 2 - PLACE OF CIVIL PARTNERSHIP REGISTRATION

To help you complete Section A2

A civil partnership may be registered only by a registrar or an assistant registrar who has been authorised by the Registrar General for that purpose. The registration of the civil partnership may take place either in a registration office or in a place which the relevant local council agrees to. Therefore, it is important that you contact, as early as possible, the registrar for the registration district in which you want to register your civil partnership.

Each of you must submit a civil partnership registration notice, along with the required documents (see note 7) and the appropriate fee, to the **registrar for the district in which the civil partnership registration is to take place**.

You can obtain civil partnership registration notice forms, and information about what the civil partnership registration will cost, from any registrar of births, deaths and marriages in Scotland. You can get the address of your local registrar from the phone book or the NRS website www.gro-scotland.gov.uk.

NOTE 3 - STATUS

To help you complete Section B

Any two persons, regardless of where they live, may register a civil partnership in Scotland provided that:

- both persons are at least 16 years of age on the day they wish to register their civil partnership.
- they are not related to one another in a way which would prevent their registering their civil partnership (see the list at the end of the Civil Partnership in Scotland leaflet).

- each is unmarried or not already registered as a civil partner (any person who has already been married or registered as a civil partner must produce documentary evidence that the previous marriage or civil partnership registration has been ended by death, divorce, annulment or dissolution).
- they are of the same sex.
- they are capable of understanding the nature of what it is to register a civil partnership and of consenting to do so.

NOTE 4 – ABOUT YOUR FATHER/PARENT OR MOTHER/PARENT

To help you complete Sections C and D

In completing these questions, "parent" is as defined by the Human Fertilisation and Embryology Act 2008 in relation to same-sex parents. It also relates to same-sex adoptive parents. The use of "parent" is confined to these circumstances only and does not, for example, apply to "step-parent".

NOTE 5 – ABOUT YOUR PARENTS

To help you complete Section E

The questions are asked to enable the registrar to insert your mother's maiden surname appropriately in your Civil Partnership Schedule.

NOTE 6 - OTHER PARTY TO THE CIVIL PARTNERSHIP

To help you complete Section F

Each of you must complete a civil partnership registration notice to be submitted to the registrar.

NOTE 7 - DOCUMENTS YOU WILL NEED TO PRODUCE

To help you complete Section G

When giving or sending the civil partnership registration notice forms to the registrar each of you must supply the following documents:

- G25 Your genuine **birth** certificate. An unauthorised photocopy is not acceptable. If you are unable to produce your birth certificate, state the reason.
- G26 If you have been married or have been in a civil partnership before and the marriage or civil partnership ended in divorce, annulment or dissolution, a certificate of **divorce** or **annulment** or a **certified copy decree** or **decree of dissolution**. A decree of divorce granted outwith

For further information:

Contact any local registrar of births, deaths and marriages; or Marriage/Civil Partnership Section, National Records of Scotland, New Register House, Edinburgh EH1 3YT.
Telephone: +44 (0)131 314 4447 email: civilpartnership@gro-scotland.gsi.gov.uk.

NOTE:- Forms and documents must be sent to the registrar in the local authority district where the proposed civil partnership registration is to take place.

Scotland must be absolute or final - a decree nisi is not acceptable. If you have been married or have been in a civil partnership more than once, only the document relating to the termination of the most recent marriage or civil partnership is required. If you are unable to produce the official decree of divorce, annulment or dissolution, state the reason for not doing so. The registrar will require proof of the termination of the earlier marriage or civil partnership.

G27 If your former spouse or civil partner is deceased, the **death certificate** of your former spouse or civil partner. If you are unable to produce a death certificate of your previous spouse or civil partner, state the reason for not doing so. The registrar will require proof of the death.

If any document is in a language other than English, you must also provide a certified translation into English.

If you are domiciled outside the UK you must follow the normal procedure of giving notice to the registrar in Scotland, but you may have to provide extra documentation.

If you are in any doubt about what is required, or if you need further information, you should consult the registrar or write to the National Records of Scotland at the address shown at the end of these notes.

NOTE 8 – CIVIL PARTNERSHIP SCHEDULE

When the registrar is satisfied there is no legal impediment to the civil partnership registration, he/she will prepare a civil partnership registration Schedule from the information you have given. The Schedule is a most important document - **no civil partnership registration can proceed without it.**

The registrar will bring with him/her the civil partnership registration Schedule. The Civil Partnership Schedule must be signed by both parties, by the registrar and by the two witnesses. Thereafter, the registrar will use the Civil Partnership Schedule to enter the relevant information in the civil partnership register.

A fee for the civil partnership registration and, if applicable, for the attendance of an authorised registrar at an agreed place is payable to the registrar in advance.

NOTE 9

Be sure to let the registrar know if you change your plans or decide to postpone your civil partnership registration.



CIVIL PARTNERSHIP NOTICE - SCOTLAND

(Section 88 of the Civil Partnership Act 2004)

Use a pen to fill in the form, all in **BLOCK CAPITALS** except for your *signature* at the end

A About the proposed Civil Partnership registration

		Year	Month	Day
1. Date of Civil Partnership registration				
2. Place				

This space for registrars' use only	
Entry number in Civil Partnership Notice Book	
Date documents returned	

B About yourself

3. Forename(s)			
Surname(s)			
4. Present or last occupation			
5. Retired (tick box)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	6. Sex (tick box) <input type="checkbox"/> Male <input type="checkbox"/> Female
7. Marital or Civil Partnership Status (tick box)		Single <input type="checkbox"/>	Divorced <input type="checkbox"/>
		Previous marriage annulled <input type="checkbox"/>	Widowed <input type="checkbox"/>
Previous Civil Partnership dissolved <input type="checkbox"/>		Previous Civil Partnership annulled <input type="checkbox"/>	Surviving Civil Partner <input type="checkbox"/>
8. Date of Birth	Year	Month	Day
9. Country of birth	10. Country of residence	11. Nationality	
12. Usual residence			
Postcode <input type="text"/>			

C About your father/parent

13. (a) Forename(s)	
(b) Surname(s) at time of your birth	
(c) Surname(s) now (or at date of his/her death) if different from (b)	
14. Present or last occupation	
15. Retired (tick box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. Is he/she still living? (tick box)	Yes <input type="checkbox"/> No <input type="checkbox"/>

D About your mother/parent

17. (a) Forename(s)	
(b) Surname(s) at time of your birth	
(c) Surname(s) now (or at date of her/his death) if different from (b)	
18. Maiden Surname	
19. Present or last occupation	
20. Retired (tick box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
21. Is she/he still living? (tick box)	Yes <input type="checkbox"/> No <input type="checkbox"/>

E About your parents

22. Were your parents (a) married to each other at the time of your birth or later?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) registered as civil partners at the time of your birth or later?	Yes <input type="checkbox"/> No <input type="checkbox"/>

F About the other party to the Civil Partnership

23. Forename(s) in full										
Surname(s)										
24. Usual residence										
Postcode <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>										

G Documents to be submitted by you with this Notice

25. FOR ALL PERSONS	<i>If you are unable to produce your birth certificate, state the reason here.</i>
Is your birth certificate enclosed? <i>(tick box)</i>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	

26. IF YOU ARE DIVORCED, YOUR PREVIOUS MARRIAGE WAS ANNULLED OR YOUR PREVIOUS CIVIL PARTNERSHIP HAS BEEN DISSOLVED OR ANNULLED	<i>If you are unable to produce the official decree of divorce or annulment or decree of dissolution or annulment of Civil Partnership, state the reason for not doing so. The registrar will require proof of the termination of the earlier marriage or Civil Partnership.</i>
Is your decree of divorce, annulment or dissolution enclosed? <i>(tick box)</i>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	

27. IF YOUR FORMER SPOUSE OR CIVIL PARTNER IS DECEASED	<i>If you are unable to produce a death certificate of your previous spouse or Civil Partner, state the reason for not doing so. The registrar will require proof of the death.</i>
Is the death certificate of your former spouse or Civil Partner enclosed? <i>(tick box)</i>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	

28. DECLARATION

I solemnly declare

- (1) that I am the person named at B3;
- (2) that I and the person named at Part F intend to register a Civil Partnership on the date and at the place entered in Part A;
- (3) that there is no impediment caused by a relationship of consanguinity, affinity or adoption and that I know of no other legal impediment to the registration of our Civil Partnership;
- (4) that all the particulars and other information given by me on this notice are correct to the best of my knowledge and belief; and
- (5) that each document submitted by me in accordance with Part G of this notice is genuine.

Signed Date

Note: Any person who supplies false information to a registrar or uses, gives or sends any certificate, document or declaration required for the purposes of this Civil Partnership notice which is false or has been forged in any way is liable to prosecution.