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MARRIAGE APPLICATION FORM - PAGE 1

When a prospective marriage couple reads through and completes this application form careful note should please be taken of the following:

- Please ensure that all questions are answered (even postal codes, etc.) as all the information has to be captured in the Marriage Register by the Pastor/Marriage Officer before the wedding ceremony!
- Take careful note of the fact that the section of the Application Form that specifically refers to foreigners (non- South African citizens) is not at all applicable to persons who have a South African ID document!

PARTICULARS OF THE GROOM:

ID number					
Surname					
First names					
First name most frequently used					
Date of birth					
Country of birth					
Place of birth					
Nationality					
Marriage status	Single	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Widower
Current residential address					
Postal code					
Contact details of the groom	Cell				
	Work				
	Home				
	Email				
Highest educational level completed					
Current occupation					
If unemployed, most recent occupation					



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PARTICULARS OF THE BRIDE:

ID number					
Maiden name					
Current legal surname					
First names					
First name most frequently used					
Surname of choice to be registered at the Department of Home Affairs after the wedding	Husband's surname Maiden surname Combination of the two surnames				
Date of birth					
Country of birth					
Place of birth					
Nationality					
Marriage status	Single	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Widow
Current residential address					
Postal code					
Contact details of the bride	Cell				
	Work				
	Home				
	Email				
Highest educational level completed					
Current occupation					
If unemployed, most recent occupation					
Residential address after the wedding					
Postal Code					



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ADDITIONAL INFORMATION

Antenuptial contract	Yes		No	
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INFORMATION PERTAINING TO THE MARRIAGE CEREMONY

Date of the wedding ceremony	
Time of the wedding ceremony	
Venue where the ceremony will be conducted	
City/town where the marriage will be conducted	
Province where the marriage will be conducted	

Cell phone number of an individual whose cell phone will remain on until the marriage officer arrives at the venue (someone like a best man or master of ceremonies)

Name	Cell	
Name	Cell	

PARTICULARS OF TWO PERSONS WHO WILL BE SIGNING THE MARRIAGE REGISTER AS WITNESSES AFTER THE WEDDING CEREMONY:

FOR THE GROOM:

Full names and surname	
ID no	
Telephone number	

FOR THE BRIDE:

Full names and surname	
ID no	
Telephone number	



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THE FOLLOWING INFORMATION **MUST BE RECEIVED BY DIE MARRIAGE OFFICER (PASTOR) AT LEAST SEVEN (7) DAYS BEFORE THE MARRIAGE CEREMONY:**

- 1) A completed marriage application form.
- 2) A certified copy of the groom's ID document.
(Passport copies in the case of non-South African citizens)
- 3) A certified copy of the bride's ID document.
(Passport copies in the case of non-South African citizens)
- 4) Three colour (ID size) photographs of the groom.
- 5) Three colour (ID size) photographs of the bride.
- 6) Certified copies of the ID documents of both the witnesses.
(Passport copies in the case of non-South African citizens)
- 7) Please attach or email me a map and/or directions to the venue.

ADDITIONAL DOCUMENTATION TO BE SUPPLIED WHEN APPLICABLE:

- 1) In the event of an anc (anti-nuptial contract) having been signed A letter from the attorney who compiled the ante-nuptial contract should also be included. Couples may speak to an attorney of their choice in this regard. You are, however, more than welcome to contact **DAAN BEUKES ATTORNEYS**. This firm has a department that specializes in Family Law and therefore also Antenuptial Contracts. They can assist parties both in English and Afrikaans. Couples do not necessarily need to see the attorney as everything can be done electronically and thereby parties who do not live in the immediate vicinity can also be assisted without inconveniencing them. You may browse through the website on www.daanbeukesattorneys.co.za

Contact details are as follows:

Salome Eilers
Daan Beukes Attorneys
1288 Dickenson Avenue
Waverley
Pretoria
Tel: 012 - 332 4819
Cell: 082 - 798 1071

Should you make use of their excellent service please mention or indicate that you have been referred to them by Alistair Westcott... much appreciated.



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- 2) Written consent from the parents in the event of a minor - under 18 years of age.
- 3) A copy of the final divorce decree of a groom/bride who are divorced.
- 4) A copy of the death certificate of the deceased spouse of a widower or widow.
- 5) In addition to providing a copy of the divorce decree/death certificate, divorcees and widowers or widows need to verify that the divorce/death has indeed been captured in the data system of the Department of Home Affairs by doing the following:
 - Due to the large number of fraudulent marriages reported to the Department of Home Affairs every year, a facility has been created for you to check your marital status at any time. You will need your South African ID number in order to use this facility.
 - You can sms the letter M followed by your ID number (example – M5001010050080) to 32551. A reply sms will be sent back to your cell phone confirming your marital status and the date of your marriage. Each sms costs R10 and will be charged by your network service provider. (An extract from the website of the Department of Home Affairs)
- 6) In the event of the divorce/death not having been captured by Home Affairs despite the divorce decree/death certificate being available, the prospective bride and/or groom need to clarify this with Home Affairs immediately.

In the case of non-South-African citizens the following legal documents have to be completed and submitted:

- 1) The non-South African citizen (bride or groom) must produce a “Letter of No-Impediment” obtained from the Department in his/her country that handles marriages. This document legally states that the person in question is not already married in that country. This document has to be the original and not a copy or a fax or email.
- 2) Both the bride and the groom need to complete and sign a BI 31 form (one each) that can be obtained from the Marriage Officer.
- 3) An un-abridged birth certificate of the intended bride/groom who is not a South African citizen. In the case of a non-South African citizen both parents (of bride and groom) need to produce a written, signed affidavit (at a police station) to state that they are aware of the marriage of their child to the other person and have no objections and/or legal reason why their child should not be married to the future husband/wife.
- 4) Should any one of the parents be deceased a copy of that parent’s death certificate needs to be provided and someone in the family (an uncle for example) needs to write an affidavit on the deceased parent’s behalf.
- 5) The couple (both bride and groom) also themselves need to write and sign an affidavit (each) done at a police station stating their intent to marry each other and that they are willingly doing so and not under force at all.



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With all the aforementioned documents in their possession the marriage couple must then, together with the parents of the non-South African bride or groom if possible, attend an interview with the Immigration Officer on the fourth floor at the Department of Home Affairs on the corner of Nana Sitha and Sophie De Bruyn Streets in Pretoria. During the interview the couple will also both be required to complete a questionnaire and then the Immigration Officer will write a report which will be given to the couple. This report and all the collected documentation can then be handed to the marriage officer/ pastor who will then after the wedding be able to register the marriage at the Department of Home Affairs.

THE FOLLOWING COSTS ARE APPLICABLE TO THE SOLEMNISATION OF THE MARRIAGE (PAYABLE NO LATER THAN 7 DAYS BEFORE THE WEDDING)

- 1) An administrative fee of R1600.
- 2) Transport costs of R4-00 per kilometer.
(only in the event of the venue being further than 25 kilometres from Waverley, Pretoria)

BANKING DETAILS:

Person	- A.N. Westcott
Bank	- ABSA
Branch	- Brooklyn
Branch code	- 632005
Account	- Cheque
Account number	- 4040 155 441

MY CONTACT INFORMATION:

Alistair Westcott

Cell	(082) 469 8399
Work	(012) 328 6107
Home	(012) 333 5800
Fax	(086) 635 1526
Email	alistair.westcott2017@gmail.com
Address	1305 Collins Avenue Waverley, Pretoria



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A question often asked is whether the Marriage Officer/Pastor and his wife attend the reception after the ceremony? The Marriage Officer and his wife only attend the reception after the marriage ceremony on invitation (verbal and/or in print format). Should the couple wish to extend an invitation for them to attend the reception they will gladly accept the invitation if they do not have prior arrangements elsewhere but the attendance of the reception by the Marriage Officer and his wife is not automatically presumed without an invitation.

The attendance of a marriage seminar is advised before or shortly after the marriage.

“Enjoy every minute of the preparations for one of the greatest and most wonderful days of your lives - you only get one opportunity to do it for the first time with each other.”