Civil Registration of a Marriage

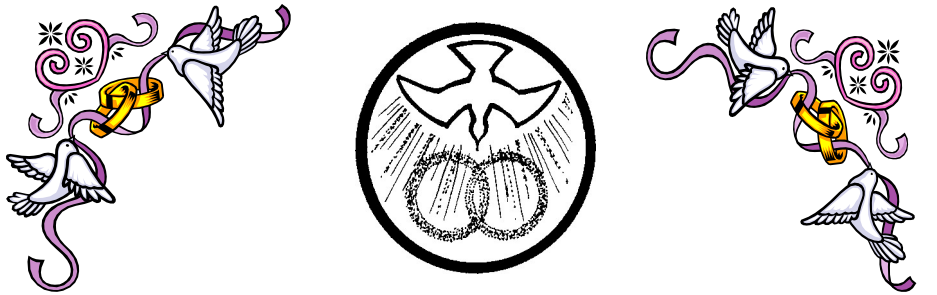
- Since 5th November 2007 any couple proposing to marry should begin the process by contacting their local Registration Office to make an appointment to meet the Registrar to give him/her their marriage notification. **Notifications can be taken only by prior appointment with the Registrar.** ***(Mr. Sean Cloonan, Marriage Registrar, 25 Newcastle road, Galway. Phone: 091 546277.***
- **While only three months' notice is required by law, couples are advised to contact the Registrar well over three months before their intended date of marriage to ensure they can get a timely appointment**.
- The Registrar will issue each party to an intended marriage, and their priest, with an acknowledgement confirming the date of the receipt of the notification.
- When the Registrar is satisfied that all required details have been provided and that the couple are free to marry, he or she will issue them with a **Marriage Registration Form (MRF) based on the information they have provided. This is a critical document as it is effectively the civil authorisation for the marriage to proceed. All couples wishing to marry in Ireland must first be issued with an (MRF) which should be given to the priest celebrating the marriage prior to the ceremony.** This is the responsibility of the couple being married.

Contact Details: ***The Parochial Hse, Headford, Co. Galway. Ireland H91 PXH5.***
Tel (093) 35448 / Email: info@headfordchurch.com

Killursa & Killower is a parish of the Roman Catholic Archdiocese of Tuam its Archbishop being Francis Duffy his contact address is Archbishop's House, Tuam, Co. Galway, Ireland H54 HP57.

Updated October 05th 2022





Marriage Preparation

Parish of Killursa & Killower
Claran & Headford



Booking

- Book the Hotel and Church as early as possible.
- Some people book up to two years in advance. Minimum six months. (See requirements for **Civil Registration.)**
- Check with both the Church and hotel before booking either to make sure that the desired time and date is available. *Do not assume anything!*
- Saturday is the most popular day for a wedding, the time of the wedding is scheduled with the Parish Priest of Headford.



Marriage Papers

- Papers are completed some time after the Pre-Marriage Course, usually inside two months of the Marriage date.
- The enquiry form is completed in the presence of a priest of the Parish where each party normally resides. This form is confidential to the priest and the party involved.
- Each party must obtain a **recent copy** of their **Baptismal Certificate and a copy of their Confirmation Certificate,** from the Parish where they were Baptised and Confirmed respectively.
- Please note requirements for a non– catholic party marrying a catholic, your local priest will provide relevant information.
- If either or both parties lived away from their present address for a period of time a **'Letter of Freedom'** may be required. Alternatively a **'Statutory Declaration'** may be filled out in the presence of a Commissioner of Oaths/Solicitor. Individual cases can be discussed with your priest who will advise you.
- You should also bring to the priest who completes the brides papers, the Certificate received on completion of your **Pre-Marriage Course** and the receipt **(Green Form) received from the Registrar of Civil Marriages.**

Planning the Ceremony

- It is advisable to plan the ceremony as early as possible.
- Couples may choose **Scripture Readings** from a number of books available or from booklets of other couples. You may wish to discuss this with your own priest.



- Many couples opt to have a **booklet,** this is completely at your own discretion.
- **Flowers** are provided by the couple. If additional decorations are been used please keep in mind the sacredness of our church. **Flower Petals or Confetti are not allowed to be used.**
- **Musicians** for the Church are chosen by the couple. There are a number of local organists and soloists and groups who are accustomed to providing music at Marriage Ceremonies. Please ensure that music chosen is appropriate. Please check with your priest before making the final decision.
- The **Marriage Candle** is provided by the couple. If using candles throughout the church, precautions must however be taken to ensure the safety of all. **Church furniture and floors must be left without candle grease afterwards**
- **Rehearsals** should be booked at the Church where the marriage is to take place.
- **Church Offering** of **€450** is applicable for non-parishioners. **(€200 non refundable on booking, balance at rehearsal).** For **parishioners** their will be a church offering of **€200,** towards the upkeep of the church, (**at time of booking**). If offering is not paid within two weeks of booking, the date is no longer reserved.
- A **separate stipend** is also offered to the priest for officiating at the marriage ceremony, please check with him



Pre-Marriage Courses

- **These courses are obligatory.** Couples often comment that a course well done is well worth the while. Options are available.
- **Accord** Castlebar. **Courses** are offered over two weeks, For details contact Castlebar 094 9022214, email accordcbar@eircom.net;
- **Accord, Galway - (091) 562331. www.accord.ie**
- **Mount Argus** - This is a one day course (Saturday). Details can be obtained by contacting Angela O'Rourke **(01) 2964257.**
- **Nazareth Family Institute** @ 01 2896647; email nazarethfamilyinst@eircom.net

- All of the above courses are usually quite heavily booked. It is advisable to **book as early as possible.** Very often only a very limited number of dates are available. It is never too early to complete a Pre-Marriage Course.