



Marriage Enquiry Form

The Parish of the Immaculate Conception

Henley House, The Causeway, Bicester, Oxon.

Tel: 01869 253277 (Presbytery & Parish Office) Email: tic.bicester@rcaob.org.uk

Web Site: <http://www.immaculate-conception.org.uk>

The Parish is part of the Archdiocese of Birmingham: Registered Charity No: 234216.



Please write clearly

Requested date of wedding:

Friday..... (between 1-3pm)

Saturday..... (between 11-2pm)

Weekdays..... (at a time to be agreed with Parish Priest)

Bride.....

Faith:Nationality.....

Baptised **yes/no/ not sure**

Church of Baptism:.....

Church of Baptism Parish Office email

Previous marriages: yes/no

Groom.....

Faith: Nationality.....

Baptised **yes/no/ not sure**

Church of Baptism:.....

Church of Baptism Parish Office email

Previous marriages: **yes/no**

Telephone number:.....mobile.....

Address:.....

.....

.....

.....

Email: _____

Please note that the majority of communication will be done by email.

Are you parishioners: **yes/no**

Have you completed a parishioner form? **yes/no**

If yes which Mass do you normally attend:.....

If you do not reside in the Parish of the Immaculate Conception, please give reason/s why you would like to get married in this church:

If you live outside of the Parish of Immaculate Conception boundaries your paper work will have to be arranged by your LOCAL Parish Priest. Please add his details below:

Full name and address of the Priest:

.....
.....

Email.....

In the Archdiocese of.....

Would you like a Nuptial Mass or Nuptial Service? (please circle)

Approx. numbers attending church.....

Flowers: none/ own florist/normal church flowers

Reception to be held at:.....

Please email St John Paul II Centre for hire information: info@johnpaulcentre.co.uk

Would you require an organist: **yes/no** Fee £150.

The Church fees – please enquire at the Parish Office.

The fee will include fees for the Priest/Deacon, & church use, registrar, administration.

Additional fee for baptism certificates: £10.

Convalidation Certificates: £20

Marriage Certificate fee (extra via the Registrar’s Office)

Please note that Marriage paperwork can only be completed during 6 months prior to your wedding date. Appointments (usually 2-3) take place on weekdays at the St John Paul II Centre, the last appointment being 6.30pm.

Please return the completed form to Lucia Hattam, Parish Secretary, Parish Office (located in the St John Paul II Centre) along with payment of £70 made payable to the ‘Parish of the Immaculate Conception.’ This is a non-refundable deposit.

The balance is payable at your first appointment with the Parish Priest.

On receipt of this completed form the parish secretary will contact you to confirm the requested date for marriage.

You will be required to contact the Registrar to obtain a Marriage Schedule for your marriage to take place. (This is not needed if your marriage is to only be Convalidated) The Schedules can be issued up to a year in advance of your wedding date and weddings cannot go ahead without a Schedule.

Bicester Registration Office
Franklins House
Wesley Lane
Bicester
OX26 6JU

For appointments: <https://www.oxfordshire.gov.uk/> **Registrar’s information line:** Tel 0345 241 2489

PRIVACY STATEMENT

The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and the Privacy Notice of the Archdiocese of Birmingham. This form will be held securely and confidentially, will not be shared with third parties other than our insurers and as required by law and will be retained as set out in the attached Privacy Notice and in accordance with our record retention schedule.