



Civil Registry

Application to amend the time and/or date or to cancel a ceremony



This form should be used where a ceremony time and/or date is to be amended or if a ceremony is to be cancelled. Please complete this form in BLOCK CAPITALS and in ink, forwarding it to the Civil Registry, Registries Building, Deemsters Walk, Bucks Road, Douglas, Isle of Man, IM1 3AR.

If you wish to amend your booking, a fee will be payable being £27.00 if made within 5 working days of the date of your ceremony or £16.00 if made in excess of 5 working days before the date of your ceremony. If you are amending your booking, please enclose a cheque or postal order made payable to 'Isle of Man Government' for the relevant fee. There is no fee payable if you are cancelling your ceremony.

If you have already given notice of your intention to marry/register or convert a civil partnership and your amended date falls outside the 12 month period, fresh notices must be given and additional fees paid.

Would you like to amend or cancel an existing booking (✓ as applicable)?

| | | | | | |
|------------------|--------------------------|--------------------|--------------------------|------------|--------------------------|
| Amend a booking: | <input type="checkbox"/> | Cancel a booking: | <input type="checkbox"/> | | |
| Marriage: | <input type="checkbox"/> | Civil partnership: | <input type="checkbox"/> | Conversion | <input type="checkbox"/> |

Partner A

Full legal name: _____

Address: _____

Daytime telephone number(s): _____

E-mail address: _____

Signature: _____

Partner B

Full legal name: _____

Address: _____

Daytime telephone number(s): _____

E-mail address: _____

Signature: _____

Ceremony

Venue: _____

Current day and date: _____

Current time: _____ a.m./p.m.

Amended day and date (if applicable): _____

Amended time (if applicable): _____ a.m./p.m.

| For office use only | | | |
|-------------------------------------|------|----------|----------|
| | Date | Initials | Comments |
| Application received | | | |
| Ceremony amended (if applicable) | | | |
| Ceremony cancelled (if applicable) | | | |
| Payment received (if applicable) | | | |
| Confirmation letter sent | | | |
| Registrars notified (if applicable) | | | |
| Paperwork scanned & filed | | | |
| Outlook, spreadsheet & file updated | | | |