

**Instructions For The Completion And Pastoral Use Of**  
***“The Application For Permission To Marry”***

1. Arrange a meeting with the couple in which you explain Anglican requirements to them personally.
2. Have as your primary aim in this interview to establish warm and open communication with the couple so that they realize that the church is concerned for them, and desires to help them as they seek Christian marriage as understood in the preface of Canon 21. Be sure that *you* are familiar with the Canon.
3. Please note that Part A of this application is *designed to be filled out by the* incumbent in the presence of the couple.
4. At the end of the first interview, either give the couple Part B to be filled out at home and returned at a later meeting for discussion and signing or work through the application with the couple. Review the answers with the couple and clarify any responses which may be unclear or need further explanation. All participants are to sign the application.
5. Please note that the questions in Part B are designed to be as simple as possible. They may, however, if thoroughly discussed, give rise to others. For example, in discussing support, Questions 15 & 21, you will want to know that they believe their proposed marriage to be financially viable in the light of continuing commitments to child support. Or, in discussing the Questions 24 – 26, whether they thought any changes in their wills may be appropriate. (A will becomes null and void at the time of marriage and a new will would be necessary)
6. By the conclusion of the second meeting, you will normally be in possession of the information required for the Incumbent’s Report (Part C) or you may wish to make enquiries of other sources before completing it. Court divorce proceedings are on file at the courthouse and are available for perusal. Letters from children and/or friends are useful.
7. Certified or Authenticated copies of the *Decree Nisi* and *Decree Absolute OR Divorce Judgment and Certificate of Divorce* (and “*Judgment*” if there are children of the previous marriage) are to be submitted to you by the couple, and Certified Copies forwarded to the Commission with the application. (Please do not send original documents). When there has been a divorce, a Marriage License is necessary in all provinces – although banns may be read as well. The Decree Absolute or Certificate of Divorce is necessary to obtain a marriage license. Please ensure that copies of all legal documents are included with the application. If they are not present there will be a delay in the processing of this application. Photocopies of the documents certified by the incumbent as copies of the original are satisfactory.
8. We stress that this entire procedure is pastoral, in that it enables an incumbent to minister to parishioners, that is, all persons in the parish, whether Anglican or not, and others who come sincerely desiring ministry.
9. Problems sometimes arise when couples seeking marriage are not living in the diocese in which they wish their marriage to be solemnized. In such cases the incumbent who performs the marriage must oversee the application and that the appropriate documents are included. However, the appropriate interview would be conducted by the incumbent where they reside. The incumbent making application should correspond with the incumbent where the parties reside so that the former may be confident in conscientiously endorsing the application prepared by the latter.