

Effective January 1, 2023, a new procedure for submitting marriage paperwork for weddings will be in effect. Paperwork should be submitted to the Chancery according to the deadlines on the Marriage Automated Form.

Couples who are prepared at your parish and the wedding will be celebrated at your parish.

Please submit the electronic marriage file at least 8 weeks prior to the marriage.

- 1) Scan the complete marriage file to **MarriageFiles@oocdor.org** (This mailbox is for marriage files only).
 - Automated Marriage Form- Use a stamp Parish seal on page 3 of the AMF.
 - Pre-Nuptial Investigation (Form A)
 - Affidavits of Freedom to Marry, two witnesses for the bride and two witnesses for the groom (Form B)
 - Recently issued Baptismal Certificate or Certificate of Profession of Faith
 - Marriage Preparation Certificate or equivalent
 - If is a validation, include a copy of the couple's civil marriage certificate
 - If either the bride or the groom has been previously married, please supply either a certificate of death or any and all decrees from the tribunal.
 - Letter of delegation is to be submitted for any clergy not assigned to the parish.
- 2) On the subject line at the email account, you will need to put the following information:
 - Parish ID number
 - Last name of groom and bride
 - Date of wedding

E.g., a file from Holy Name of Jesus Cathedral would use the following for the subject:

601 - JONES-SMITH-01/01/2023

It is the responsibility of the Pastor or his designate to complete and submit a complete packet. We are aware that each change requires time and effort to implement. With everyone's collaboration we can improve our assistance to the faithful whom we serve.

These are the document that need to be submitted when the wedding is to take place in another diocese or parish within the diocese of Raleigh:

It is the responsibility of the Pastor to complete and submit the following documents by mail to the Chancery in Raleigh at least 10 weeks prior to the marriage:

- Completed Automated Marriage Form
- Pre-Nuptial Investigation (Form A)
- Recently issued Baptismal Certificate or Certificate for a Profession of Faith
- Affidavits of Freedom to Marry, two witnesses for the bride and two witnesses for the groom (Form B)
- Marriage Preparation Certificate
- Letter granting *permission* for your parishioner to be married outside of their home parish.
- If this is a validation, include a copy of the couple's civil marriage certificate.
- If either the bride or the groom has been previously married, please supply either a certificate of death or any and all decrees from the tribunal.
- Letter of delegation is to submitted for any clergy not assigned to the parish.

Marriage Paperwork for Couples coming into the Diocese:

The couple needs to do their marriage paperwork and marriage prep in the parish and the diocese in which they are domiciled. The couple needs to meet the requirements of both dioceses.

Paperwork is submitted to the Chancery where the couple is domiciled and then it is sent to the Chancery in Raleigh.

Paperwork should be submitted to Raleigh at least 8 weeks prior to the wedding.

The Diocese of Raleigh's Marriage Preparation Checklist needs to be followed.

The checklist is available on the Diocese of Raleigh Chancery webpage.