

Congratulations on your forthcoming Civil Partnership

Thank you for choosing to hold your ceremony in Cheshire West and Chester.

This guidance is provided to help you plan your ceremony. There are also a number of options to enhance your ceremony which your registrar will discuss with you approximately four weeks before your ceremony.

Arrival

Please aim to arrive in good time, allowing sufficient time for photographs to be taken. If you are late it may not be possible for us to conduct the ceremony for you.

The registrar will arrive approximately 30 minutes before the ceremony is due to start.

Upon arrival the registrar will see you privately to check the details which will be entered on the civil partnership document.

This includes your parents' names and occupations. You can each choose to have the name and occupation of up to 4 parents included in the civil partnership registration - mother, father, adoptive parents or stepparents.

If a parent's information is not included at the time of the civil partnership, unfortunately this cannot be added to the registration entry at a later date.

There is no requirement to provide your parent's details for the registration if you do not wish to.

Depending on your personal choice, you can be seen separately or together.

Witness

Two people must be present to witness and sign your civil partnership schedule. They can be friends or family, over the age of 16 and able to speak and understand English.

Number of guests

Each venue has a limit on the number of people that can be comfortably accommodated in their ceremony room. If you are unsure of how many guests may attend, please check with us or your venue before sending your invitations out.

Music

Music certainly enhances the occasion and it is usually played before and after a ceremony. You may wish to check with the venue to find out what facilities they have for recorded music. The registrar will be pleased to offer advice about when recorded or live music can be played.

Photography and videos

Your guests are very welcome to bring cameras to record the occasion.

Change of contact details

In case we need to get in touch before your ceremony, please inform us of any changes in your contact details.





The ceremony

A civil partnership ceremony usually lasts about twenty minutes, including the signing of the schedule document.

The following sample ceremony is provided to help you decide what you would like to include. It is not necessary for you to memorise any words as the registrar will lead you through the ceremony and ask you to repeat the words a few at a time.

You are welcome to personalise your ceremony. So if there is anything else you would like to include please let your registrar know before the day. Please note that for legal reasons we are unable to include any religious words or music in your ceremony.

Registrar's welcome and Introduction

The registrar will begin by welcoming everyone to your civil partnership.

My name is ... and I have the pleasure of conducting this ceremony.

You are here to witness and celebrate the civil partnership of ... and We trust this day is the start of a very happy life together for them.

... and ... , I have to tell you that this place in which we are met has been licensed and approved for the formation of civil partnerships. And I should also remind you both that the formation of your partnership is an important and binding commitment.

Introduction options (spoken by the registrar)

Option 1 – In each other's company.....and.....have found fulfilment and love. As a consequence of this love they now wish to publicly affirm their relationship and to offer to each other the security that comes from legally binding vows sincerely made and faithfully kept.

Option 2 – By choosing to form a civil partnershipandare making a commitment to each other which will strengthen the love and respect they have built up over the years. And today, by this public declaration of their feelings for one another, they look to you, their relatives and friends, to offer your encouragement and support.

Option 3 – The purpose of civil partnership is that you may love, care and support each other through your life together, and that you may be fulfilled in a relationship of permanent and continuing commitment. We trust that these things may come true for you both.

At this point you might wish to include a reading. (see page 5)

Now at this point, I am required to ask that if any person here knows of any legal reason why ... and ... should not enter into a civil partnership, they should declare it now.

The registrar may ask the guests to sit at this point

The declarations

The registrar will now ask you to make the two declarations which form the main part of the ceremony.

..... and, I am going to ask each of you to make a declaration to the effect that you know of no legal reason why you should not enter into a civil partnership. I shall then ask you to exchange the words by which you form your civil partnership.

.....would you begin by stating your full name. Now please repeat the words of the first declaration:

The legal declaration

I declare that I know of no legal reason why we may not register as each other's civil partner. I understand that on signing this document we will be forming a civil partnership with each other.

(This will be repeated for both of you)

Any union which you enter into has to be voluntary and therefore I will ask each of you this question:

...do you, by your own choice, freely enter into this civil partnership
with ... *(Answer Yes or I do)*

(This will be repeated for both of you)

The second declaration

I am now going to ask each of you to make the second declaration. This is a declaration you make to one another by which you formally enter into the civil partnership.

I ...(full name) make a commitment to enter into a civil partnership with...(full name). I understand and acknowledge the rights and responsibilities which the formation of this partnership will involve for each of us.

(This will be repeated for both of you)

Additional promises (spoken by the couple)

Option 4 – I pledge to share my life with you. I love honour and trust you. And look to our future together, with hope, happiness and joy.

Option 5 – I promise to care for you always, and to keep our love and friendship as it is today.

Option 6 – To live together in love and harmony, to cherish and care for you whatever the future may bring.

Option 7 – Your own personal choice of words. Please provide them to your registrar before the day.

At this point you might wish to include a reading (see page 5)

The exchange of the ring(s)

(Please Note - although it is possible for couples to exchange one or two rings, this is not a legal requirement and does not have to be included)

Now we will have the exchange of the ring(s), which seals the formation you have both just made.

(The ring is usually placed on the third finger of the left hand)

I give you this ring, as a symbol of our civil partnership and as an outward sign of the commitment we are making to each other.

Alternative words for the exchange of rings (spoken by the couple)

Option 8 – I give you this ring as a symbol of our union and as an outward sign of the commitment we are making to each other.

Option 9 – All that I have, I give to you. All that I am, I share with you. I give you this ring with all my love and ask you to wear it today and always.

Option 10 – I give you this ring as a token of my love and affection and in recognition of our shared life together. Wear it with a feeling of love and joy. I choose you to be my civil partner this day and every day.

Option 11 – Your own personal choice of words. Please provide them to your registrar before the day.

(Repeat for other person if two rings are exchanged. Or if only one ring is given)

I accept this ring, as a symbol of our civil partnership and as an outward sign of the commitment we are making to each other.

Signing and conclusion

Before the end of the ceremony you and your witnesses will now be invited to sign the schedule. It is very important that you check the information extremely carefully. If a correction has to be made later, there will be a charge of £90, so it is very important that all details shown are correct. (Once you have signed the schedule, the registrar will complete the ceremony).

... and ... You have both made declarations and promises to each other. You have both signed the schedule to enter into a civil partnership in the presence of your witnesses, family and friends. Therefore it gives me great pleasure to declare that you are now legally civil partners.

Certificates

The registration officer will keep the signed civil partnership schedule and add the details onto the electronic register at the Register Office. Your certificate will be available to order online after 7 days at: www.cheshirewestandchester.gov.uk/residents/births-deaths-and-marriage/ordering-certificates.aspx. Please note certificates are not included in the ceremony fee

Readings

To help you decide if you would like to include readings in your ceremony we have provided a selection of popular examples for you. You are welcome to provide your own readings from other sources, provided they have no religious connotation. Your registrar will be happy to advise you how and where readings can be incorporated into your ceremony.

Maybe

Maybe, once in a lifetime, you find someone who
Touches not only your heart but also your soul,
Who loves you for who you are and not who you could be.
The happiest of people don't necessarily have the best of everything;
they just make the most of everything that comes their way.
You should be with someone who makes you smile,
Because it takes only a smile to make a dark day seem bright.
Find the one who makes your heart smile.
You should hope for enough happiness to make you sweet,
Enough trials to make you strong,
Enough sorrow to keep you human,
And enough hope to make you happy.
Love is not about finding the perfect person,
It's about learning to see an imperfect person perfectly.
Maybe, once in a lifetime, if you're lucky,
you find that someone – as you have found each other.

Love is Giving

Love is giving, not taking, mending, not breaking,
trusting, believing, never deceiving,
patiently bearing, and faithfully sharing
each joy, every sorrow, today and tomorrow.
Love is kind, understanding but never demanding.
Love is constant, prevailing, It's strength never failing.
A promise once spoken for all time unbroken,
Love's time if forever.

American Indian Ceremony

Now we will feel no rain,
For each of us will be shelter for the other.
Now we will feel no cold,
For each of us will be warmth to the other.
Now there will be no more loneliness,
For each of us will be companion to the other.
We are two bodies,
But there are three lives before us:
My life, your life and our life together.
When evening falls, I will look up and there you'll be.
I'll take your hand and you'll take mine
And we'll turn together to look at the road we travelled to reach
This the hour of our happiness
It stretches behind us as the future lies ahead,
a long and winding road
whose every turning means discovery.
Old hopes, new laughter and shared tears.
The adventure has just begun.

These I can promise

I cannot promise you a life of sunshine;
I cannot promise riches, wealth or gold;
I cannot promise you an easy pathway that leads away
from change or growing old.
But I can promise all my heart's devotion;
A smile to chase away your tears of sorrow;
A love that's ever true and ever growing;
A hand to hold in yours through each tomorrow.

Contact us

Telephone: 0300 123 7037

Email: chesterregisteroffice@cheshirewestandchester.gov.uk

For more information please go to our website: www.cheshirewestandchester.gov.uk/residents/births-deaths-and-marriage/marriage-and-civil-partnerships

Customer satisfaction

Cheshire West and Chester's Registration Service is committed to achieving the highest level of service and we welcome any comments from you.

You can complete a customer feedback form online at:

my.cheshirewestandchester.gov.uk/service/registration_customer_feedback

Alternatively you may contact us using our details above.

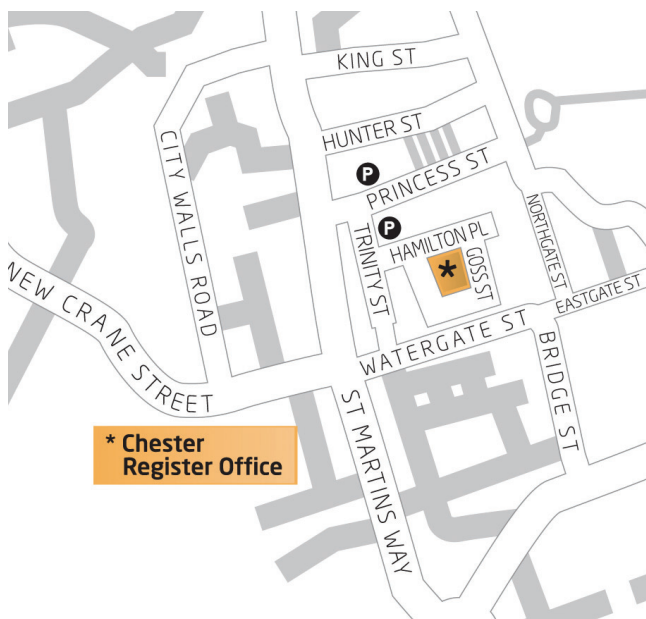
Alternative brochure formats

This information is also available in audio, braille, large print or other formats.

Please email us at: equalities@cheshirewestandchester.gov.uk

Telephone: 0300 123 8123 Textphone: 18001 01606 867 670

Map of Chester Register Office



Accessing Cheshire West and Chester Council information and services

Council information is also available in audio, Braille, large print or other formats. If you would like information in another format or language, including British Sign Language, please email us at:

equalities@cheshirewestandchester.gov.uk

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

Pokud byste požadovali informace v jiném jazyce nebo formátu, kontaktujte nás

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮਿਲਾ ਲਵੋ।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

Türkçe bilgi almak istiyorsanız, bize başvurabilirsiniz.

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

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