

Couple _____ Wedding Date _____ Rehearsal Date _____

WEDDING PAPERWORK CHECKLIST

The following is a list of the paperwork that is needed before the wedding. Not everything is needed. I have marked what you need. **COMPLETED PAPERWORK IS DUE ONE MONTH BEFORE THE WEDDING.**

IMPORTANT: As soon as you know who will preside over your ceremony, let your wedding assistant know ASAP.

- Baptismal Certificates from both bride and groom, dated within 6 months of booking wedding.**
If one of you have not been baptized or can't find proof of baptism, or are a Non-Catholic, you must obtain a Dispensation. (see below)
- 2 Affidavits each from both the bride and groom (total of 4) filled out by a parent or other family member who have known you the longest. It must be signed and witnessed by a priest or deacon.**
- Application for Dispensation/Permission**
This is a document to petition for a dispensation or permission for a Catholic person to marry a **non-Catholic**. It includes the declaration and promise required of the Catholic party. This is to be discussed with a Catholic priest or deacon.
- Pre-nuptial Investigation**
This is done with your priest or deacon when you first meet with him.
- Marriage Formation Classes** followed by FOCCUS. Let Ian Richardson (irichardson@richmondcathedral.org) know when you've completed the Marriage Formation and he will sign you up for the FOCCUS online questionnaire. Visit www.regonline.com/richmondmarriageprep.
- Marriage Certificate - Your responsibility.** After the wedding, the priest/deacon will sign it and mail it in for you. Information to help you can be found on our website under Weddings. **We will need a photocopy of your marriage license for the info therein needed to fill in our Sacramental Records and the address where you will be living after the wedding so that we can mail the certificates to you.**
- Balance of fees due 4 weeks prior to wedding.**
These can be consolidated into one check (\$1000)

Music Minister	\$400
Cantor	\$300
Wedding Coordinator	\$300
- Rehearsal Guidelines** filled out and brought to the rehearsal along with a copy of your **Wedding Program**
Give the Rehearsal Guidelines to your wedding coordinator. The rehearsal can't be conducted without it.