

**APPLICATION FOR
A CERTIFICATE OF APPROVAL
FOR MARRIAGE OR CIVIL PARTNERSHIP
IN THE UK**

In addition to this application form, you need “Applying on Form COA : Guidance Notes”, which you can get from our website at www.bia.homeoffice.gov.uk or by calling 0870 241 0645.

**THE ADDRESS TO WHICH YOU MUST POST
YOUR APPLICATION ON FORM COA IS:**

**Border and Immigration Agency
Leave to Remain - COA
PO Box 504
Durham
DH99 1WE**

GUIDANCE ON COMPLETING PAYMENT DETAILS

The fee

There is a fee of **£295** for applications made by post on form COA. The same day service at our Public Enquiry Offices is not available for these applications.

If your fiancé(e) or proposed civil partner also needs a certificate of approval, he or she must apply separately and pay the prescribed fee.

How can you pay?

You can pay by any of the following methods:

- Cheque
- Postal Order
- Credit card - Visa (including Electron) or MasterCard only
- Debit card - Delta, Maestro*, Switch (including Solo)
- Banker's draft

We do not accept any other form of payment for applications made by post. **Please don't send cash.**

* Please note that we will only accept Maestro cards issued in the UK.

If submitting more than one application form at the same time, you must make a separate payment for each form.

Cheques and postal orders

You must make the cheque or postal order payable to **'Home Office Leave to Remain'** and cross the cheque or postal order A/C Payee only.

Please write the full name, nationality and date of birth of the main applicant on the back of the cheque and/or each postal order and keep the postal order stub(s).

Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

Please attach your cheque or postal order to the front of the application form.

Completing the payment details page

To ensure that your payment is processed without any delay, please follow the guidance opposite when completing the next page.

Applicant's details (1 to 5)

- 1** Full name of main applicant as given in his or her passport.
- 2** Nationality of main applicant. If more than 25 letters, please abbreviate.
- 3** Date of birth (day/month/year - eg 3 January 1980 should be written 03 (day) 01 (month) 1980 (year)).
- 4** Home Office reference if you have one.
- 5** The address of the person named in 1.

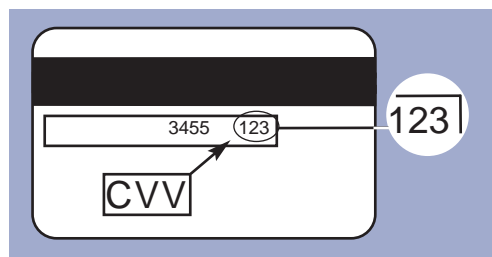
Contact details for payment queries (6 to 7)

We need the details of the person to contact if we have a question about the payment. The contact may be different from the name given in 1 if an immigration adviser or other person is making the payment. Complete 6 to 7 as shown below only if the payer's name and address are different from those of the applicant.

- 6** The name of the contact.
- 7** The address of the person named in 6.

Method of payment (8 to 15)

- 8** Tick one of the boxes to show method of payment.
- 9** If paying by cheque, enter the cheque number, account number and bank sort code.
- 10** If paying by card, tick one of the 5 boxes to show the type of card.
- 11** Tick the fee to confirm the amount you are paying.
- 12** Complete 12-15 only if paying by card.
- 14** The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below.



- 15** It is the person named on the credit/debit card who must sign and date.

SECTION 6 - DOCUMENTS & PHOTOGRAPHS

You must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 as instructed there.

Two recent passport-size photographs of yourself with your name written on the back of each photograph. Please see the separate guidance notes for information on what types of photographs are acceptable.

Two recent passport-size photographs of your fiancé(e) or proposed civil partner with his or her name written on the back of the photographs. See **Note 2**.

Note 2 You must provide these photographs even if your fiancé(e) or proposed civil partner is outside the UK when you make this application.

Your current passport, travel document or other document (if you do not have a passport or travel document) showing your immigration status. If you last entered the UK on a previous passport, travel document or other document, please provide this document if you have it.

Your fiancé(e) or proposed civil partner's current passport, travel document, European identity card (if he or she is an EEA national), or other document showing their current immigration status if he or she does not have a passport, travel document or European ID card.

A notarised copy your fiancé(e) or proposed civil partner's passport, travel document or European ID card if he or she is outside the UK at the time of your application and you are unable to supply the original document.

The full birth certificate of your fiancé(e) or proposed civil partner if he or she is a British citizen and does not hold a British passport. A full birth certificate is one showing the parents' names. See **Note 1** on page 5 for more information about birth in the UK..

Evidence that you are free to marry or enter into a civil partnership if you have been married or in a civil partnership before. If you are providing divorce certificate(s) or other evidence in a language other than English, you must provide certified translations, together with the original document(s).

Evidence that your fiancé(e) or proposed civil partner is free to marry or enter into a civil partnership if your fiancé(e) or proposed civil partner has been married or in a civil partnership before. If you are providing divorce certificate(s) or other evidence in a language other than English, you must provide certified translations, together with the original document(s).

SECTION 7 - DECLARATION

You and your fiancé(e) or proposed civil partner must now read the declarations below and sign them. They must be signed by you (the applicant) and your fiancé(e) or proposed civil partner and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.

The applicant

I hereby apply for a certificate of approval for marriage / to enter into a civil partnership (delete as appropriate). The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and my fiancé(e) / proposed civil partner (delete as appropriate) as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the Border and Immigration Agency and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

I am aware that it is an offence to make a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain a certificate of approval for marriage or to enter into a civil partnership by means which include deception.

Signed

Date

Your fiancé(e) or proposed civil partner

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that the Home Office may also use the information provided by me for training purposes.

Signed

Date

DOCUMENT CHECKLIST

Please complete this part of the form. It will help us to make sure that we have received the documents you supplied and to keep a record of them while they are in our possession. The list is a standard one covering important documents which are common to most application types. Please state how many of each of the following you have provided.

Passport(s) and/or travel document(s) Police registration certificate(s) Birth certificate(s) Marriage or civil partnership certificates Driving licences Other (please list below)

FOR OFFICIAL USE ONLY

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Signed Date

APPLICANT'S CHECKLIST

To ensure that your application is valid and complete, please make the following checks before posting it. Tick each box that is relevant to your application.

Is COA the right form for you and is it valid for use? See date on front page. Have you completed the Payment Details page and made the correct payment? Have you completed the rest of the form as specified?

Have you sent the photographs and documents specified in section 6 as listed below?

Current passport(s), travel document(s) or other document(s) Photographs Police registration certificate(s) All other relevant documents specified in section 6

Have you, your parent or legal guardian and your fiance(e) or proposed civil partner, signed and dated the declarations in section 7? If you are unable to send us any of the documents specified in section 6 which are relevant to your application, have you given an explanation and said when you will be able to send them?

Finally, please make sure that the application is addressed exactly as shown below.

**Border and Immigration Agency
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PO Box 504
Durham
DH99 1WE**