

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 in your parish and the wedding will be celebrated in your parish.

- 1) Submit the Original Automated Marriage Form by mail to the Chancery, along with a cover letter listing the required documents that you have for this wedding.
- 2) At the same time scan the complete marriage file to MarriageFiles@oocdor.org (This mailbox is for marriage files only). The Automated Marriage Form cannot be processed without the scanned documents. These are the documents that need to be scanned:
 - Automated Marriage Form
 - Pre-Nuptial Investigation (Form A)
 - Affidavits of Freedom to Marry, two witnesses for both the bride and groom (Form B)
 - Recently issued Baptismal Certificate or Certificate for a 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
- 3) On the subject line at the email account, you will need to put the following information:
 - Parish ID number
 - Date of wedding
 - Last name of groom and bride, in that order (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 will 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:

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 both the bride and 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.

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.