



Step by Step Guide to Your Legal Documents

If you're reading this document then it's must be approximately 3 months till your big day so now it's time to arrange the legal documents required for your wedding in Cyprus or you're just getting a sneak peek of what you might need to do before your big day.

Please find below our simple step-by-step guide to the documents/paperwork required by all UK passport holders, if you hold any other citizenship/passport then please contact your planner for details on what you will require for your 2024 wedding.

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tie the knot

PLEASE NOTE THIS PAGE IS FOR TIE THE KNOT BRIDES ONLY AND IS NOT TO BE SHARED PUBLICLY

THE PROCESS

BELOW YOU WILL FIND 12 SIMPLE STEPS

01

STEP ONE

READ THE BELOW SECTION TITLED **“DOCUMENT CHECK LIST”** IF YOU HAVE BEEN MARRIED BEFORE OR CHANGED YOUR NAME PLEASE MAKE SURE TO READ OUR SECTIONS BELOW TITLED “IVE BEEN MARRIED BEFORE” & “I’VE CHANGED MY NAME” TO HELP YOU UNDERSTAND WHAT EXTRA DOCUMENTS YOU REQUIRE.

02

STEP TWO

CHECK THE EXPIRATION DATE ON YOUR PASSPORT, FOR YOUR WEDDING THIS WILL JUST NEED TO BE VALID ON YOUR WEDDING DAY, HOWEVER, FOR THE LATEST TRAVEL REQUIREMENTS FOR PASSPORTS BE SURE TO CHECK WITH YOUR INDIVIDUAL AIRLINE AS THESE CAN VARY AIRLINE TO AIRLINE.

03

STEP THREE

CHOOSE YOUR TWO WITNESSES, YES THESE CAN BE FAMILY, THE ONLY STIPULATION IS THEY MUST BE OVER 18 AND HAVE A VALID PASSPORT, TALKING OF THIS YOU WILL NEED TO ASK THEM FOR A PHOTOCOPY OF THE MAIN PAGE OF THEIR PASSPORT. IF YOU NEED MORE ADVICE ON THIS SEE THE BELOW SECTION ON **“WITNESSES YOUR QUESTIONS ANSWERED”**

04

STEP FOUR

MAKE SURE YOU HAVE A COPY OF YOUR FULL BIRTH CERTIFICATE, THAT’S THE LONG COPY WITH YOUR PARENT’S NAMES ON IT, ALSO CHECK THAT THE NAME ON THIS MATCHES THE NAME ON YOUR PASSPORT, YOUR BIRTH CERTIFICATE DOES NOT NEED AN APOSTILE STAMP. IF YOU DON’T HAVE COPIES OF YOUR LONG-FORM BIRTH CERTIFICATES YOU CAN APPLY ONLINE FOR COPIES FROM THE.GOV WEBSITE.

05

STEP FIVE

IF YOUR NAME HAS CHANGED SINCE BIRTH YOU WILL NEED EITHER A CHANGE OF NAME AFFIDAVIT FROM A SOLICITOR OR A DEED POLL CERTIFICATE, EITHER OF THESE WILL REQUIRE AN APOSTILE STAMP. PLEASE READ THE SECTION BELOW ON **“I’VE CHANGED MY NAME”**. THE EXCEPTION TO THIS IS IF YOU ARE DIVORCED AND REVERTED BACK TO YOUR MAIDEN NAME IN WHICH CASE THIS NEEDS TO JUST BE COVERED IN YOUR STATUTORY DECLARATION.



06

STEP SIX

IF YOU HAVE BEEN MARRIED BEFORE MAKE SURE YOU HAVE TO HAND YOUR DECREE ABSOLUTE, IF NOT APPLY TO THE COURT FOR A COPY, THIS DOCUMENT DOES REQUIRE AN APOSTILE STAMP BUT PLEASE BE SURE TO READ THE SECTION BELOW TITLED **“I’VE BEEN MARRIED BEFORE”** TO KNOW WHAT TO DO WITH THIS DOCUMENT AS IT MAY REQUIRE A SIGNATURE TO CERTIFY IT.

07

STEP SEVEN

IF YOU’RE A WIDOW, YOU WILL NEED A COPY OF YOUR ORIGINAL MARRIAGE CERTIFICATE AND YOUR DECEASED PARTNER’S DEATH CERTIFICATE, BOTH OF THESE WILL REQUIRE THE APOSTILE STAMP PLEASE BE SURE TO READ THE SECTION **“WHAT IS AN APOSTILE STAMP & HOW DO I GET ONE.”**

08

STEP EIGHT

SEARCH LOCALLY FOR A SOLICITOR OR NOTARY PUBLIC THAT CAN SIGN, WITNESS AND STAMP YOUR STATUTORY DECLARATION. WE STRONGLY SUGGEST SHOPPING AROUND, EXPLAIN YOU DON’T NEED THEM TO CREATE THE DOCUMENT YOU WILL HAVE DONE THIS, IT’S SIMPLY A CASE OF A SIGNATURE, COMPANY STAMP AND COPY OF THE BUSINESS CARD OF THE PERSON WHO SIGNS. SEE OUR SECTION BELOW TITLED **“SOLICITOR OR NOTARY”**

09

STEP NINE

OPEN THE RELEVANT STATUTORY DECLARATION TEMPLATE, THESE 4 TEMPLATES WILL BE ATTACHED TO THE EMAIL YOU RECEIVED TO TELL YOU ABOUT YOUR REQUIRED DOCUMENTS. YOU WILL NEED ONE EACH FOR YOU AND YOUR PARTNER, FILL IN YOUR DETAILS INTO THE BLANK SPACES, AND ONCE COMPLETED SAVE YOUR DOCUMENTS WITH YOUR DETAILS ADDED AND PRINT THEM. PLEASE READ OUR SECTION ON **“STATUTORY DECLARATION TEMPLATES”**

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STEP TEN

MAKE YOUR APPOINTMENT WITH THE CHOSEN SOLICITOR OR NOTARY, ASK THEM BEFORE WHAT YOU NEED TO TAKE WITH YOU FOR EXAMPLE MOST WILL ASK TO SEE YOUR PASSPORT.

11

STEP ELEVEN

NOW YOU HAVE YOUR SIGNED STATUTORY DECLARATION YOU NEED TO ARRANGE YOUR APOSTILE STAMP, THIS IS A STAMP ISSUED BY THE UK GOVERNMENT THAT CERTIFIES THIS DOCUMENT AS A LEGALLY BINDING DOCUMENT. PLEASE BE SURE TO READ THE SECTION BELOW **“WHAT IS AN APOSTILE STAMP & HOW DO I GET ONE.”**

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STEP TWELVE

ONCE YOU HAVE **ALL** YOUR DOCUMENTS BACK WITH THE APOSTILE STAMPS, TAKE CLEAR PHOTOS OR SCANS OF ALL YOUR DOCUMENTS, ATTACH THESE TO YOUR CLIENT PAGE SO YOUR PLANNER CAN CHECK YOU HAVE EVERYTHING YOU NEED. KEEP THESE DOCUMENTS SAFELY TOGETHER IN YOUR HAND LUGGAGE AS THE TOWN HALL WILL NEED TO SEE ALL THE ORIGINALS DURING YOUR TOWN HALL APPOINTMENT WHICH YOUR PLANNER WILL ARRANGE AND ATTEND WITH YOU.

DOCUMENT CHECK LIST

ALL UK PASSPORT HOLDERS

- FULL BIRTH CERTIFICATES THAT SHOW YOUR PARENT'S NAMES (THESE DO NOT REQUIRE AN APOSTILLE STAMP)
- A VALID UK PASSPORT FOR BOTH THE BRIDE AND GROOM
- PHOTOCOPIES OF YOUR WITNESSES' PASSPORTS.
- **A STATUTORY DECLARATION/AFFIDAVIT. THIS CERTIFICATE MUST BE SIGNED, CERTIFIED, AND DATED BY A UK PRACTICING SOLICITOR OR NOTARY PUBLIC. THIS CERTIFICATE SHOULD BE SEALED WITH AN APOSTILLE.**
- **IF EITHER PARTY IS DIVORCED:** YOUR ORIGINAL DECREE ABSOLUTE OR A CERTIFIED COPY SEALED WITH AN APOSTILLE.
- **IF EITHER PARTY IS WIDOWED:** YOUR ORIGINAL MARRIAGE CERTIFICATE AND THE DEATH CERTIFICATES OF THE DECEASED SPOUSE BOTH DOCUMENTS SHOULD BE SEALED WITH AN APOSTILLE.
- **IF EITHER PARTY HAS CHANGED THEIR NAME:** DEED POLL CERTIFICATE SEALED WITH AN APOSTILLE.
- THE NAME ON ALL DOCUMENTS CONFIRMING YOUR CIVIL STATUS MUST MATCH THE NAME ON YOUR PASSPORT OTHERWISE YOU MUST PROVIDE A NAME CHANGE DOCUMENT.



WITNESSES YOUR QUESTIONS ANSWERED

QUESTION: DO I HAVE TO HAVE WITNESSES?

ANSWER: YES, YOU'RE REQUIRED BY CYPRUS CIVIL MARRIAGE LAW TO HAVE NAMED WITNESSES TO YOUR CIVIL CEREMONY OR ANGLICAN CEREMONY

QUESTION: HOW MANY DO I NEED?

ANSWER: ONE EACH SO A TOTAL OF 2 PER COUPLE

QUESTION: HOW OLD DO THEY HAVE TO BE?

ANSWER: OVER 18 AND HAVE A FORM OF FORMAL ID FOR EXAMPLE A PASSPORT.

QUESTION: CAN THEY BE A RELATIVE?

ANSWER: YES AS LONG AS THEY MEET WITH THE AGE & ID STIPULATION.

QUESTION: WHAT PAPERWORK DO THEY NEED TO PROVIDE?

ANSWER: YOU WILL NEED TO DECLARE THEIR FULL NAMES AND PROVIDE THEIR PASSPORT NUMBERS WHEN COMPLETING THE TOWN HALL INFORMATION FORM. AT THE TOWN HALL MEETING YOU WILL NEED TO PRESENT A PHOTOCOPY OF EACH WITNESS'S PASSPORTS.

QUESTION: DO THEY NEED TO COME TO THE TOWN HALL APPOINTMENT WITH US?

ANSWER: NO YOU JUST NEED THAT PHOTOCOPY OF THEIR PASSPORTS WITH YOU.

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QUESTION: WHAT DO THEY NEED TO DO ON THE DAY?

ANSWER: THE ROLE OF THESE TWO WITNESSES IS TO WITNESS THAT THE ACT OF MARRIAGE HAS TAKEN PLACE BETWEEN THE NAMED BRIDE AND GROOM AND TO THEN SIGN THE MARRIAGE CERTIFICATE.

QUESTION: DO THEY NEED TO BRING THEIR PASSPORTS ON THE WEDDING DAY?

ANSWER: NO



I'VE CHANGED MY NAME

HAS YOUR NAME CHANGED SINCE BIRTH, IF SO IN ADDITION TO ALL OTHER STANDARD REQUIREMENTS YOU WILL ALSO NEED ONE OF THE TWO DOCUMENTS LISTED BELOW:

- 1: A CHANGE OF NAME AFFIDAVIT FROM A SOLICITOR
- OR
- 2: A DEED POLL CERTIFICATE

EITHER OF THESE DOCUMENTS WILL REQUIRE AN APOSTILLE STAMP AND YOUR NAME CHANGE WILL NEED TO BE COVERED IN YOUR STATUTORY DECLARATION/AFFIDAVIT. PLEASE SEE THE SAMPLE TEMPLATE FOR NAME CHANGES FROM BIRTH.

TIP: RATHER THAN GETTING YOUR ORIGINAL DEED POLL APOSTILLE STAMPED WE SUGGEST GETTING A NOTARISED TRUE COPY AND GETTING THIS APOSTILLE STAMPED SO YOU WILL ALWAYS HAVE YOUR ORIGINAL.

IF YOU DON'T HAVE ONE OF THE ABOVE PROVIDING A LEGAL PAPER TRAIL OF YOUR NAME CHANGE PLEASE CONTACT YOUR PLANNER WHO WILL ADVISE YOU WHAT TO DO BASED ON YOUR PERSONAL CIRCUMSTANCES.

THE EXCEPTION TO THIS IS IF YOU ARE DIVORCED AND REVERTED BACK TO YOUR MAIDEN NAME IN WHICH CASE THIS NEEDS TO JUST BE COVERED IN YOUR STATUTORY DECLARATION.



I'VE BEEN MARRIED BEFORE

HAVE YOU BEEN MARRIED BEFORE, IF SO IN ADDITION TO ALL OTHER STANDARD REQUIREMENTS YOU WILL NEED **YOUR ORIGINAL DECREE ABSOLUTE OR A CERTIFIED COPY EITHER MUST BE SEALED WITH AN APOSTILLE.**

DOES YOUR DECREE ABSOLUTE HAVE A FRESH INK STAMP ON IT EITHER IN BLACK OR RED INK FROM THE COURT?

- IF IT HAS THE INK STAMP YOU WILL HAVE NO ISSUES WHEN YOU SEND THIS TO GET THE APOSTILLE.
- IF HOWEVER IT'S A MORE RECENT DIVORCE AND DUE TO THE DIGITAL AGE YOU HAVE RECEIVED A COPY OF YOUR DECREE ABSOLUTE VIA EMAIL IT WILL NOT HAVE A FRESH INK STAMP ON IT. IF THIS IS THE CASE FOR YOU YOU HAVE A LITTLE EXTRA WORK TO DO.

MY DECREE ABSOLUTE IS A COPY OR DIGITAL COPY AND DOES NOT HAVE AN ACTUAL INK STAMP (ALSO KNOW AS A WET SEAL) FROM THE COURT WHAT SHOULD I DO? NO WORRIES IF YOU HAVE A DIGITAL COPY OF YOUR DECREE ABSOLUTE OR AN OFFICIAL COPY FROM THE COURT BUT THE COURT INK STAMP IS NOT A TRUE WET SEAL THEN IT WILL NEED TO BE CERTIFIED/NOTARISED BY A NOTARY BEFORE IT CAN BE APOSTILLED.

SO FIND YOURSELF A LOCAL NOTARY AND AGAIN WE SUGGEST SHOPPING AROUND TO ONE WHO CAN NOTARISE THIS FOR YOU.

IF YOU NEED HELP WITH THIS OR YOUR APOSTILLE STAMP CONTACT SIMON AND HIS TEAM FOR A SWIFT AND EFFICIENT SERVICE.

- WWW.MSCNOTARIES.COM
- INFO@MSCNOTARIES.COM
- TEL: 02037418160

PLEASE NOTE THAT THE TOWN HALL WILL KEEP YOUR DECREE ABSOLUTES SO IF YOU WANT TO KEEP A COPY THEN PLEASE ARRANGE TO TAKE A PHOTOCOPY BEFORE COMING TO CYPRUS.

IF YOU HAVE BEEN MARRIED BEFORE AND REVERTED BACK TO YOUR BIRTH / MAIDEN NAME THEN PLEASE MAKE SURE THIS IS COVERED WHEN YOU DO YOUR STATUTORY DECLARATION



WHAT IS AN APOSTILLE STAMP & HOW DO I GET ONE?

WHAT IS THE DEFINITION AN APOSTILLE STAMP?

'**THE AUTHENTICATION OF A DOCUMENT FOR USE IN ANOTHER COUNTRY**'. THE APOSTILLE CERTIFICATE STAMP CONFIRMS THE SIGNATURE, SEAL OR STAMP ON A UK DOCUMENT TO BE GENUINE SO THAT IT WILL BE ACCEPTED WHEN PRESENTED IN ANOTHER COUNTRY OUTSIDE OF THE UK.

HOW AND WHERE TO GET THE APOSTILLE STAMP?

OPTION 1 - APPLY DIRECTLY TO THE UK GOV THIS CAN TAKE UPTO 4 WEEKS SOMETIMES LONGER - THE CURRENT COST IS £30 PER DOCUMENT. [HTTPS://WWW.GOV.UK/GET-DOCUMENT-LEGALISED](https://www.gov.uk/get-document-legalised) THIS IS CURRENTLY TAKING APPROX 5 TO 6 WEEKS.

OPTION 2 - MSC SOLICITORS AND NOTARIES IF YOU PREFER TO HAVE SOME PERSONAL ASSISTANCE WITH THIS AND GET THE DOCUMENTS BACK MUCH QUICKER WE HAVE FOUND A SPECIALIST AGENT WHO CAN ASSIST YOU. PLEASE QUOTE TIE THE KNOT CYPRUS WHEN CONTACTING THE AGENT SO YOU GET A SPECIAL RATE STARTING FROM €50 TO £70 DEPENDING ON HOW MANY DOCUMENTS YOU HAVE TO GET STAMPED PLUS ANY COURIER FEE'S

- SIMON - MSC SOLICITORS AND NOTARIES
- WWW.MSCNOTARIES.COM
- INFO@MSCNOTARIES.COM
- TEL: 02037418160

OPTION 3 - HAGUE APOSTILLE YOU WILL FIND A SPECIAL PAGE CREATED JUST FOR TIE THE KNOT COUPLES OFFERING YOU A DISCOUNT

[HTTPS://WWW.HAGUEAPOSTILLE.CO.UK/ORDER/APOSTILLE-SERVICE-TIE-KNOT-CLIENTS-ONLY](https://www.hagueapostille.co.uk/order/apostille-service-tie-knot-clients-only)

OPTION 4

IF YOU PREFER YOU CAN FIND A LOCAL AGENT WHO SPECIALIZES IN THIS SERVICE TO HELP YOU WITH THIS.



STATUTORY DECLARATION/A FFIDAVIT TEMPLATES

THESE TEMPLATES WILL BE ATTACHED TO THE EMAIL YOU RECEIVE FROM YOUR PLANNER APPROXIMATELY THREE MONTHS FROM THE DATE OF YOUR WEDDING, IF YOU WANT COPIES BEFORE PLEASE ASK YOUR PLANNER.

01 STANDARD TEMPLATE
THIS IS TO BE USED BY ANYONE WHO HAS NOT CHANGED THEIR NAME.

02 BRIDE WHO HAS REVERTED BACK TO HER MAIDEN NAME
THIS IS TO BE USED BY ANY BRIDE WHO HAS BEEN MARRIED BEFORE AND HAS REVERTED BACK TO HER MAIDEN NAME

03 ANYONE WHO HAS CHANGED THEIR NAME SINCE BIRTH
TO BE USED BY EITHER THE BRIDE OR GROOM HAS CHANGED HIS OR HER NAME VIA DEED POLL OR WITH A SOLICITOR.

SOLICITOR OR NOTARY?

NOTARY OR SOLICITOR?

IT CAN BE A SOLICITOR AS LONG AS THEY HAVE THEIR SIGNATURE REGISTERED WITH THE LEGALISATION OFFICE OR IT CAN BE A NOTARY WHO WILL AUTOMATICALLY HAVE THIS

