



# Deo Gloria Family Church

A church for *all* people

PBO No. / 930025589

## Document Checklist

### Couples Checklist-for both Civil Union Act Marriage & the Marriage Act:

Names of couple \_\_\_\_\_ & \_\_\_\_\_

(These documents need to be presented to the presiding pastor by law, for us to legally solemnize the marriage.)

1. **Two colour I.D. size photos each.**
2. **a) Original I.D books of both partners to be wed** (To be brought to counselling for verification) (For foreign nationals, a current passport can be used.)  
**b) One Copy of each partner's I.D. books / Passport copies** (for foreign nationals) (*not certified* copies).
3. **Witnesses information** ( 2 witnesses are required to be listed on the marriage register & will also need to be present at the solemnization).  
**a) 1 Copy of each Witness's I.D.** Do not need to be certified copies.  
**b) Contact details of witnesses** (You will need to have: their full names & contact cell numbers). (These will need to be filled in on the marriage register, so please have the assurance that these are the witnesses that will be present at the ceremony/register signing, where the documents will be officially signed by all parties and the witnesses.)
4. **Pastoral Honorarium – Proof of Payment slip to be brought to counselling.**  
**R 1400** for non members, **R1000** for existing members of the church.  
(We cannot perform the marriage or submit marriage registrations to home Affairs without proof of payment having been made.) *Honorarium fee is subject to change without notice. Please confirm latest fee with the pastor before payment.*
5. **Additional Documents necessary, where applicable**  
**Divorce decree with official stamp or death certificates** of previous marriage/s: **must be certified** copies of original document/s. If you bring the original please ensure you have certified copies as these will be attached to the documents for registration of the marriage and will be given to home Affairs.  
Please note that this must be declared and the legal documentation submitted, irrespective of which country you have been previously been married or divorced in. (This also applies to deceased spouses in other countries).



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6. **A Letter from your Attorney (Notary)**, stating proof that you have drawn up an **ANC** (*Ante Nuptial contract*) if you have opted for this. (This must be presented with ID docs above, as it must be attached with the other documents, which will be submitted to home affairs) If you as a couple choose to be married “A.N.C.” you should ensure that you have a contract drawn up by a *Notary* (a specialist attorney in these matters).

This must be in place *before* the signing of any registers with your appointed marriage officer/pastor. - Please note that unfortunately, due to Civil Union Act, we cannot issue a marriage certificate or register the marriage as such, without the above relevant documents being presented on our scheduled meeting.(if there is no presentation of ANC documents, the marriage will default to COP).

**NB:** Please discuss the legal contract that you wish to enter into for marriage with your spouse to be, prior to signing the registers on your wedding day. The reason for this is that according to law, the couple marries by default “**In Community of Property**”, which is legally assumed on the signing of the registers. If an **ANC contract** (Ante Nuptial contract) is preferred; this must be done *prior* to the signing of the registers and handed in at the meeting with the pastor along with the other documents.

## 7. **Surname Changes**

Please discuss the options of keeping your own surname, taking on your partner’s, reverting to your maiden name, or keeping a previously legally married surname or taking on a double-Barrel surname using any of the abovementioned.

Once your marriage has officially been solemnized by the pastor, the registers will be taken to home affairs as part of the service package, where Home affairs will be responsible to register your marriage once the pastoral office has handed over the documents/registers.

## Checking your legal marital Status

You can **SMS the number: 32551**. SMS “M” leave a space and then insert your ID number. Within a few minutes you will receive a reply showing your marital status as married, single or divorced.

**Or**

You can check on the **Home Affairs website** under “marital status” to see if they have entered your new marital status onto their database and register. Their website address: <http://www.home-affairs.gov.za>  
(Give Home affairs about 2-3 weeks to enter your new status.)

**\*NB\* Please check that you have all the relevant documents with you as stated above when you meet with the pastor.**

**Please note:** marriage applications are only accepted based on a premarital session set up by you before your marriage date, with the pastor. If this is not honoured, the next step of the process or the wedding may not be



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*performed; i.e. the wedding ceremony.- Please do not confirm invitations until the pastor has **confirmed** the **wedding date with you in writing**. While the counselling still needs to take place as the final step, this is usually a formality but will still be a part of the final decision making process which will be decided by the presiding pastor.*

We are really sorry about all the “jargon” but the Department of Home Affairs are pretty strict with us, and we also believe that having this information helps you and causes less confusion in the long term, including the expectations on both sides.

Blessings on your special day!

Kind Regards

Apostle Deborah Bell  
Lead Pastor  
Deo Gloria Family Church