

Marriage Documentation Checklist

(For local use only; do NOT file with marriage documentation; see further instructions/explanations on reverse side.)

The Couple:

_____	_____	_____	_____
Groom's Last Name	Bride's Last Name	Date of Ceremony	Time
_____	_____	_____	_____
Groom's Religion	Bride's Religion	Place of Ceremony	

ANSWER ALL QUESTIONS and then comply with the instructions for each answer:

<p>1. Are BOTH individuals baptized Catholics?</p> <p><i>NOTE: A Certificate of Baptism issued <u>within 6 months prior to the wedding date</u> is REQUIRED of each Catholic. Proof of Baptism is required from all other baptized Christians.</i></p>	<p style="text-align: center;">YES <input type="checkbox"/></p> <p>Include a Certificate of Baptism with notations for each party, issued within 6 months of the proposed wedding date. Please enclose 4 Witness to Freedom to Marry Forms, two (2) for the groom and two (2) for the bride.</p>	<p style="text-align: center;">NO <input type="checkbox"/></p> <p>(a) Please enclose 4 Witness to Freedom to Marry Forms, two (2) for the groom and two (2) for the bride. (b) ALSO, complete a Request for Dispensation/Permission and forward to the AMS Tribunal. -----> <i>NOTE: The Catholic MUST be an AMS subject! (See #2 below)</i></p>	<p style="text-align: center;">DONE <input type="checkbox"/></p> <p style="text-align: center;">Rescript# _____</p>
<p>2. Is/Are the Catholic party(ies) a subject of the AMS?</p>	<p style="text-align: center;">YES <input type="checkbox"/></p> <p>You have jurisdiction. The AMS Tribunal can issue necessary Permissions and Dispensations.</p>	<p style="text-align: center;">NO <input type="checkbox"/></p> <p>The Catholic(s) must provide written permission from his/her proper pastor for the marriage to take place ON the military installation (c. 1115). Dispensations and Permissions must be obtained from his/her civilian diocese.</p>	<p style="text-align: center;">DONE <input type="checkbox"/></p>
<p>3. If one of the parties is non-Catholic, are you also requesting a Dispensation from Canonical Form?</p>	<p style="text-align: center;">YES <input type="checkbox"/></p> <p>You must coordinate with the local Catholic Parish in whose territory the ceremony will take place – <i>before</i> applying for the Dispensation!</p>	<p style="text-align: center;">NO <input type="checkbox"/></p>	<p style="text-align: center;">DONE <input type="checkbox"/></p>
<p>4. Has either party been previously married?</p>	<p style="text-align: center;">YES <input type="checkbox"/></p> <p>Include the ORIGINAL Declaration of Nullity, or a CERTIFIED copy of the Certificate of Death.</p>	<p style="text-align: center;">NO <input type="checkbox"/></p>	<p style="text-align: center;">DONE <input type="checkbox"/></p>
<p>5. Is the officiant an active-duty priest-chaplain, or full-time contract-priest, assigned to this installation?</p>	<p style="text-align: center;">YES <input type="checkbox"/></p> <p>Then he already has the habitual faculty to witness marriages ON that US military installation/vessel. He may also delegate.</p>	<p style="text-align: center;">NO <input type="checkbox"/></p> <p>He MUST receive specific delegation to officiate at this wedding from the assigned priest-chaplain, contract-priest, or from the AMS Tribunal.</p>	<p style="text-align: center;">DONE <input type="checkbox"/></p>
<p>6. Is this ceremony to take place ON a US military installation/vessel, or VA facility?</p>	<p style="text-align: center;">YES <input type="checkbox"/></p> <p>ALL paperwork is to be forwarded to the AMS Sacramental Records Department after the ceremony.</p>	<p style="text-align: center;">NO <input type="checkbox"/></p> <p>ALL paperwork is to be forwarded to the AMS Tribunal. You must obtain delegation from the bishop/pastor of the civilian diocese/parish.</p>	<p style="text-align: center;">DONE <input type="checkbox"/></p>
<p>7. Is this a regularization (aka convalidation) of an already existing civil marriage?</p>	<p style="text-align: center;">YES <input type="checkbox"/></p> <p>Include a copy of the civil Marriage Certificate.</p>	<p style="text-align: center;">NO <input type="checkbox"/></p>	<p style="text-align: center;">DONE <input type="checkbox"/></p>

1. A recently issued *Certificate of Baptism* means an ORIGINAL document (not a photocopy, fax, or scanned attachment), issued within the past 6 months, with the full name of the church of baptism, signature of the Pastor or his delegate, and containing the impressed raised seal of the parish. Usually the back side of the document will have a “Notations” section that provides the date and place when the individual received First Holy Communion, Confirmation, Marriage, Solemn Profession, or Ordination.

Every effort MUST be made to obtain a recently issued *Certificate of Baptism* of the Catholic individual(s). If a recently issued *Certificate of Baptism* cannot be obtained, attach a document explaining the reason(s), as well as a sworn statement of anyone who was in attendance at the Baptism ceremony (c. 875).

The *Witness to Freedom to Marry* form is to be completed in the presence of a Catholic cleric using the appropriate AMS form. The definition of “free to marry” is specific to the Church, and may not be understood correctly by others. Statements made to notary publics or others are NOT acceptable documents. A total of four (4) affidavits are necessary: two (2) for the groom and two (2) for the bride.

2. The Subjects of the AMS are listed in the *Priests Manual*: paragraphs 2.3.2.1-11. The AMS Tribunal CANNOT issue a dispensation or permission for anyone who is NOT a subject of the AMS. The Catholic must seek such dispensation or permission through the parish priest of his/her proper civilian parish. That document then becomes an essential part of the Marriage documentation. AMS clergy do NOT have the faculty to grant any dispensation from disparity of cult or permission for mixed religion. Include the hardcopy rescript with the marriage documentation.
3. Dispensation from Canonical Form can only be granted on behalf of AMS subjects. The Cleric handling the marriage preparation MUST first coordinate with the local Catholic parish in whose territory the marriage is to take place. You must comply with that local (arch)diocesan policy on this matter as it may be restrictive. You must follow local (arch)diocesan policies for any wedding that is to take place on OTHER THAN our military installations. Include the hardcopy rescript with the marriage documentation.
4. A Declaration of Nullity (whether the result of a Formal Case, or due to Lack of Canonical Form), or certified Certificate of Death, MUST be obtained and filed with the marriage paperwork. No exceptions. AMS clergy do NOT have the faculty to grant any declaration of nullity.
5. Only active-duty priest-chaplains, and civilian full-time contract priests with AMS faculties for a given installation, have the habitual faculty to witness marriages. Consequently, they also have the power to delegate this faculty to any other Catholic cleric (priest or deacon) – but only for a wedding to take place ON that installation to which the active-duty priest-chaplain or civilian full-time contract priest is assigned. The witnessing of a marriage by any AMS cleric OFF-BASE requires the specific delegation from the local Catholic parish priest.
6. All sacramental ministrations that take place ON any US military installation or vessel, or at any installation or vessel to which US military are assigned, are filed with and recorded by the AMS Sacramental Records Department – regardless of who the officiant was. All sacramental ministrations that take place OFF-BASE are recorded with the local Catholic parish in whose territory the ceremony took place. EXCEPTION: In overseas deployed locations (Iraq, Afghanistan, Saudi Arabia, etc.), as well as IN any American Embassy or Consulate, the sacramental record will be filed with and maintained by the AMS Sacramental Records Department.

If the wedding is to take place in a civilian Catholic parish, it is necessary to send all the completed paperwork through the AMS Tribunal for forwarding to the (arch)diocese of the Catholic parish for eventual delivery to the Catholic parish. ALL the documentation MUST BE COMPLETE and ready for filing. With the documentation in hand, the parish priest may then proceed with the wedding ceremony.

7. Obtain a copy of the Marriage Certificate indicating the date of the earlier marriage that is now being regularized (aka convalidated). Include it in the marriage documentation that you forward to the AMS Sacramental Records Department. This is in addition to the *AMS Record of Marriage* on which you must also check the “regularization” (aka “convalidation”) box.

This form is for your guidance in collecting necessary documentation in preparation for this wedding.

This is a document for LOCAL use, and is NOT to be included when submitting the completed documentation.