## MARRIAGE PREPARATION STEPS AND DOCUMENT MASTER CHECKLIST

For AMS Priest-Chaplains

Groom's First and Last Name	Groom's Religion	Date of Wedding	Time of Wedding
Bride's First and Last Name	Bride's Religion	Place of Wedding	Presider of Wedding
STEP 1: First Meeting with the cou	ple (at least <b>six [6] months</b> bef	ore wedding date).	
☐ Give overview of AMS	marriage preparation process.		
☐ Explain the six (6) month	h preparation requirement prior	to proposed wedding date.1	
obtain wet signatures from e NB: If the bride or gre until the tribunal infor the possibility that the person(s) with the pet NB: If one party is an  Give the bride and groot filled out completely by a lo witness. Tell the couple to n with all required wet signatu concerning-freedom-to-mark  Explain the requirement	tribunal might not be able to granition for nullity. Eastern Catholic, the assisting min	milarch.org/forms/pre-nuptial control of the contro	requestionnaire.pdf).  presume a definite wedding date a stipulation in mind. There is also rious reasons. Begin assisting the deacon).  Ch. Explain these forms must be a physical presence of the ne witnesses mail the originals des.milarch.org/forms/witness-
(https://www.foccusinc.com	•	1	
•	the Pre-Marital catechetical form online ( <a href="https://www.foryourm">https://www.foryourm</a>		
AMS website ( <a href="https://www.whitea.html">https://www.whitea.html</a> , does not fulf	ement and assist the couple in somilarch.org/natural-family-plantill the AMS requirement of a "sparing the couple may not dispe	nning/). NB: An NFP module stand-alone, one-hour session f	within a Pre-Cana course,
months of the proposed wed complete set of marginal and faithful, for example, to dete declaration of nullity. Assist	lding date with all annotations of notations is extremely important ermine the marital status of a beat them in obtaining these. Do not retificate is unattainable after extractions are the status of a beat them in obtaining these.	on the front and back of the rec at because they are proof of the eliever, whether concerning his ot wait to consider or collect th	ord. The record with its canonical status of the or her marriage or a
☐ Explain that you must ha	ave proof of baptism for a non-	Catholic baptized party (obtain	ned at their church of baptism).
☐ Schedule the Second Me	eting (no more than one [1] mo	onth from the first) as a follow	-up to the above.

<sup>2</sup> Ibid.

<sup>&</sup>lt;sup>1</sup> General Decree, *Norms Concerning the Immediate Preparation for Marriage* (December 17, 2014) of The Most Reverend Timothy P. Broglio; and *Commentary on Norms Concerning the Immediate Preparation for Marriage*. NB: "For a just and reasonable cause, the local ordinary or AMS priest preparing the parties for marriage may dispense from this norm."

Archdiocese for the Military Services, USA
STEP 2: Second Meeting (no more than one [1] month after the first meeting)
$\square$ Discuss the results of the FOCCUS inventory with the couple. Access results via your FOCCUS login.
☐ Schedule follow-up meetings (1-4 suggested) to discuss FOCCUS results. You may wish to request the assistance of a local FOCCUS facilitator to assist with follow-up meetings. FOCCUS is separate from Pre-Marital Catechesis (do not submit FOCCUS meetings as Pre-Cana meetings).
☐ Arrange Pre-Marital Catechesis (Pre-Cana) with the couple (with yourself, local diocesan options, or online).
☐ Assist the couple in signing up for NFP if they have not done so already (either in-person or online).
☐ Tell the couple to wait no longer, if they have not yet mailed or emailed the "Witness Concerning Freedom to Marry" forms to their witnesses. If you do not assist them with this now, it will be a distraction a few weeks before the wedding.
Assist the couple if they are having trouble acquiring a recently issued baptismal certificate from their parish (especially if they are from another country). Do not leave this responsibility to their relatives. Contact the parish or chancery directly. If the baptismal record sent by the parish is insufficient (e.g., no annotations, no signature, etc.), contact the parish yourself to explain the requirements and request a new complete record immediately.
STEP 3: After STEPS 1 and 2, begin preparing the liturgical celebration ( <a href="https://www.foryourmarriage.org/rite-of-marriage/">https://www.foryourmarriage.org/rite-of-marriage/</a> ).
REQUIRED DOCUMENTS YOU MUST COLLECT
within two (2) months before the date of the wedding
☐ Pre-Nuptial Questionnaire with wet signatures for the bride (original).
☐ Pre-Nuptial Questionnaire with wet signatures for the groom (original).
☐ Original (not a photocopy or electronic) Baptismal records for the Catholic party(ies), issued within the past six (6) months, with all annotations front and back (originals). ☐ Bride and/or ☐ Groom
☐ Proof of baptism of non-Catholic Christian (original). ☐ Bride or ☐ Groom
☐ 2x Witness Concerning Freedom to Marry forms for the bride with wet signatures (originals).
$\Box$ 2x Witness Concerning Freedom to Marry forms for the groom with wet signatures (originals).
☐ FOCCUS Inventory certificate (original or electronic).
☐ NFP certificate of completion (original or electronic).
☐ Pre-Cana certificate of completion. NB: If the priest preparing the couple personally oversees Pre-Marital Catechesis, then he is to indicate the topics/sessions covered in a cover letter (original or electronic).

## ADDITIONAL DOCUMENTS YOU MUST COLLECT (if applicable) All must be completely filled out

	☐ Civil Marriage Certificate, <i>if this is a regularization or convalidation of an already existing civil Marriage</i> (electronic or original).
	<ul> <li>□ "Request for Marriage Dispensation/Permission" form with wet signatures (original or electronic).</li> <li>- Disparity of Cult = baptized Catholic + non-baptized.</li> <li>- Disparity of Cult ad cautelam = A doubtful baptism of any party is involved.</li> <li>- Mixed Marriage = baptized Catholic and baptized non-Catholic.</li> <li>- Dispensation from Canonical Form = if granted, must have some public form of celebration. The Tribunal must consult the Ordinary of the place of marriage (c. 1127 §3). Also, two Catholics cannot be dispensed from canonical form.</li> <li>- See the form for other dispensation/permission types that may apply (<a href="http://files.milarch.org/forms/request-for-marriage-dispensation-permission-2DEC15.pdf">http://files.milarch.org/forms/request-for-marriage-dispensation-permission-2DEC15.pdf</a>).</li> </ul>
	☐ Decree of Execution of Nullity, of any prior bonds declared null (electronic or original). ☐ Bride and/or ☐ Groom
	☐ Certificate of Death, if a prior spouse died (electronic or original). ☐ Bride and/or ☐ Groom
	Is the officiant an active-duty priest- chaplain? Or a GS, contract priest (FT/PT) assigned to this installation?  Then, priest has the habitual faculty for that installation. He may also in writing sub-delegate another priest/deacon.  Then, priest has the habitual faculty for that installation. He may also in writing sub-delegate another priest/deacon.  Then, he must receive delegation from the priest-chaplain, contract-priest, or AMS Tribunal. Letter may be added to file by AMS priest.
	☐ Letter of Delegation to the AMS priest going to a civilian parish, from the priest (proper pastor, etc.) with the faculty to delegate the AMS assisting priest (original added to the file by civilian priest).
	☐ Letter of Permission from proper pastor of non-AMS Catholic party(ies) to marry on the military installation; or the same from the priest-chaplain of an AMS subject to marry in a civilian parish/diocese. ☐ Bride and/or ☐ Groom
STEP	4: After all documents are acquired, process the paperwork.
	WHAT TO DO WITH THE ORIGINALS OF THE DOCUMENTS
	☐ If the wedding is to take place on a military installation and the AMS cleric prepared the couple then he retains the originals and follows the recording procedure of the AMS Office of Sacramental Records via <i>myAMS</i> Portal ( <a href="https://milarch.force.com/portal/login">https://milarch.force.com/portal/login</a> ).
	☐ If the wedding is to take place in a civilian parish, all originals are mailed to the AMS Tribunal for review <b>two</b> (2) <b>months</b> before the date of the wedding. The AMS Tribunal then mails the file to the chancery of the civilian parish for review, who then mail it to the civilian parish, and the marriage record is filed at the civilian parish. Never send the originals directly to the civilian chancery or parish of wedding. You will cause unnecessary delays.
	☐ If the wedding is to take place on a military installation but a non-AMS cleric prepared the couple, all originals are mailed first to his chancery for review <b>two (2) months</b> before the date of the wedding. They then mail it to the AMS Tribunal for review, who then mail it to the priest-chaplain of the military installation, who then follows the recording procedure of the AMS Office of Sacramental Records. Never tell the civilian cleric to send the originals directly to you or another AMS priest-chaplain. You will cause unnecessary delays.
	Consult the AMS Tribunal if you require further instructions on routing paperwork: tribunal@milarch.org.

You are personally responsible for the collection of the above documents and their timely routing to the appropriate office.