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|---|--|---------------------------------------|
| To be submitted to the local authority of the district where one of the parties lives | To be completed by the local authority | |
| | Reception date | Case identification • KLE 23.01.02G01 |
| Notice of marriage | | |



Guidance notes

How and to whom do you give notice of marriage

If you and your fiancé want to get married, both of you must complete this notice of marriage. Also you must submit/present the documents mentioned in this notice of marriage.

Please note that both of you must have reached 18 years of age to marry in Denmark. Exemption from this rule will not be granted.

If both of you have a Danish civil registration number and consequently, may get a NemID, it is **mandatory** that you use the digital solution which you will find at borger.dk or which the local authority provides at your disposal at its homepage.

If one of you do not have the NemID, you cannot submit the notice of marriage digitally, but will have to fill out the information in the form and subsequently, print and send / submit it to the local authority. Remember to sign the form and to specify the date.

The form is to be sent/submitted to the local authority of the district where you live. If you live in two different districts, you are free to choose which of the two is to process your case.

If you do not reside in Denmark, send / submit the form to the local authority where one of you are staying (the district in which you are to be married). At the same time, please pay a fee of DKK 850 (2017 rate) for the local authority's processing of your case. This fee will be adjusted once a year; you may see the current fee on the local authority's homepage.

The local authority needs the information in the form and the documents enclosed to examine whether you fulfil the requirements for marrying each other. Insufficient or wrong information may lead to a postponement of the marriage case and to you not being married at the time planned. If changes to the information you have given to the local authority occur before the marriage, you must contact the local authority immediately.

Certificate of marital status

If the marriage is not to be conducted by your own local authority, but by another local authority, by the Danish National Evangelical Lutheran Church or by a recognised or approved religious organisation, your local authority will issue a certificate of marital status to you stating that you fulfil the marriage requirements. Submit the certificate of marital status to the authority to conduct the marriage. The certificate

of marital status must be less than four months old before the marriage.

Documentation for name and date of birth

The local authority must have documentation for your names and dates of birth.

If you **are living in Denmark** (or in Greenland), the information regarding your names and dates of birth will most likely appear from the Danish Civil Register. Normally, the local authority will, therefore, not need a copy of your birth or name certificate, etc. If the local authority is in doubt about the information in the Danish Civil Register, the local authority may, however, ask you to submit/send your certificates, etc.

Names which differ or do not appear from the Danish Civil Register or your birth or name certificates, must be documented in other ways (e.g. marriage certificate, civil partnership certificate or change of name certificate.)

If you **are living abroad** (or in the Faroe Islands) and are not registered in the Danish Civil Register, name and date of birth must be documented, e.g. by presenting your passport.

Change of name on your wedding day

If one or both of you want to change your name on your wedding day, it is **mandatory** that you use the digital 'Navneændring på bryllupsdagen' (name change on your wedding day) self-service solution which you will find at borger.dk. Once you have both signed the application by means of your NemID, it is automatically sent to the civil registrar in your parish of residence who will be handling your application. If you were born in South Jutland, the application will be processed by the local authority where you were born. If, in exceptional cases, the application cannot be sent by means of the digital self-service solution, the special 'Navneændring på bryllupsdagen' (name change on your wedding day) form must be used.

Any application regarding name change on your wedding day must, in general, have reached the parish of residence/ the civil register not later than 15 work days prior to the date of marriage. It is important that you inform the authority whether you have applied for a name change in the notice of marriage.

People who are not domiciled in Denmark (i.e. do not have a permanent connection to Denmark), cannot have their name changed in Denmark in connection with the marriage. Danish citizens who are domiciled in a country which do not

Guidance notes (continued)

conduct name changes for foreign citizens may, however, have their name changed on their wedding day.

Legal resident in Denmark

In order to marry in Denmark, both of you must be 'legal residents' in Denmark. Being a 'legal resident' can be based on, e.g.

- Danish citizenship
- Citizenship in one of the Nordic countries
- Citizenship in an EU country or in Switzerland
- Citizenship in a visa-free country
- Certificate of residence or tourist visa issued in Denmark or in another Schengen country

As documentation for being a 'legal resident' in Denmark in terms of the Danish Act on the Formation and Dissolution of Marriage, the following may be presented:

- Passport
- Visa, including tourist visa
- Residence permit or EU/EEA residence certificate from Denmark
- Residence permit from another Schengen country
- Other valid documentation for Nordic citizenship or citizenship in an EU country
- Documentation for the time of entry into Denmark, e.g. entry stamp

Asylum seekers and other aliens residing in Denmark while their case regarding residence permit, etc. is being processed cannot marry in Denmark. In case of very special circumstances, in particular long residence in Denmark, the local authority can, however, grant an exemption from the condition regarding "legal residence".

If one of you do not have a Danish citizenship, citizenship in one of the other Nordic countries or a residence permit pursuant to ss. 7-9f or ss. 9i-9n of the Danish Aliens Act and if the other one has a Danish citizenship, such citizenship or such residence permit, you are not allowed to marry unless both of you have declared that you are familiar with the provisions of s. 9 (1)(i) and (2)-(14) and (30) of the Danish Aliens Act. However, this does not apply when the resident is either an EU/EEA citizen with a right of residence pursuant to s. 6, cf. s. 2 (4) of the Danish Aliens Act or a Swiss citizen with a right of residence pursuant to s. 6, cf. s. 2 (5) of the Danish Aliens Act.

You can get more information regarding 'legal residents' with the local authority or the Danish Immigration Service.

If a party has previously been married

It is a requirement to be able to marry that any former marriage or civil partnership has been dissolved by divorce, death or annulment.

Separation does not entitle the parties to remarry.

Documentation of divorce in Denmark

Danish divorces – by decree or grant – are registered in the Danish Civil Register. Normally, it is, therefore, not necessary to present the grant for divorce/the divorce decree.

Grants for divorce are registered in the Danish Civil Register when the grant is issued. Divorce decrees, on the other hand, are not registered in the Danish Civil Register until

after eight weeks. The local authority can advise you on documentation for the divorce has it not yet been registered in the Danish Civil Register. This also applies if a civil partnership has ended by divorce in Denmark.

People whose marriage has ended by death in Denmark

It is not necessary to present documentation for deaths registered in the Danish Civil Register.

When the former marriage has ended by death and the estate of the deceased is administered in Denmark, the surviving spouse may not remarry before the community property has been divided or is being administered by an administrator or an executor or by the court.

However, this does not apply in the following situations:

- There was no community property in the former marriage. (This can be documented by a registered marriage agreement according to which all property in the former marriage was fully separate property.)
- The spouses were separated at the time of death. (This can be documented by a decree of judicial separation/grant for legal separation or by looking it up in the Danish Civil Register if registered there.)
- All beneficiaries of the deceased give their consent to the surviving spouse remarrying. (This is, however, not possible if the person getting married has retained undivided possession of the estate, cf. below.)

Administration of an estate by an administrator or an executor or by the court is documented by a certificate of representation. The administration of the estate does not have to be wound up.

If the estate has been wound up by administration out of court, the local authority can advise you on which documentation to submit.

In case of very special reasons, the local authority can grant exemption from administration so that the surviving spouse can remarry without the division of the community property having been decided upon.

This also applies if a civil partnership has ended by death in Denmark.

Undivided possession of an estate (when the former spouse is dead)

If one of you – or both of you – have retained undivided possession of an estate, such estate must be administered before you remarry. No exemption can be granted, not even if the children of the deceased spouse want to give their consent to the marriage without prior administration. Read more in the Practice Note to the Handling of Matrimonial Proceedings found on the National Social Appeals Board's homepage, ast.dk.

This also applies if a civil partnership has ended by death in Denmark.

Foreign divorces and death certificates

If the former marriage has ended by a foreign divorce, etc., the local authority will consider whether documentation has been presented that the marriage has been dissolved.

If the former marriage has been dissolved by death abroad,

Guidance notes (continued)

the local authority will consider whether documentation has been presented for the death. When the former marriage has been dissolved by death and the administration of the estate of the deceased does not take place in Denmark, the surviving spouse may remarry even if the estate of the deceased has not been wound up.

You can find the guidance notes with the requirements for the acknowledgement of foreign divorces and death certificates at the local authority or at ast.dk.

Seek information in good time regarding the requirements for acknowledgement of foreign divorces and death certificates.

This also applies if a civil partnership has ended by divorce or death abroad.

Further information

You can get further information regarding marriage and examination of the marriage requirements at the local authority.

The local authority will supply the forms mentioned in these guidance notes.

The rules on and requirements for marriage are found in the Danish Act on the Formation and the Dissolution of Marriage, in the Executive Order on the Formation of Marriage and in the Practice Note on the Handling of Matrimonial Proceedings found on the National Social Appeals Board's homepage, ast.dk.

The Danish Act on Processing of Personal Data

The local authority can collect information from other sources (e.g. by means of the Danish Civil Register) with a view to checking the information received. The local authority registers the information received and passes on the information to other public authorities in accordance with the provisions of the law.

If you want, the local authority must inform you what information they process concerning you. You can demand the correction of any wrong information.

Information concerning the first party

| | | |
|--|-----------------------------------|-------------------------|
| Surname | | |
| First name and middle names | Civil registration number og DOB* | |
| Place of birth (town/city/district) | | |
| Address | | |
| District of residence | | |
| Email • If you have a civil registration number, the local authority will use your mandatory digital postbox | | |
| Telephone number • private | Telephone number • mobile | Telephone number • work |
| Are you a Danish citizen <input type="checkbox"/> Yes <input type="checkbox"/> No | | If no, a citizen of |

*DOB=Date of Birth

Former marriage/civil partnership

| | |
|---|---|
| Have you formerly been married/been part of a civil partnership <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, how was the latest marriage/civil partnership dissolved <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Annulment |
| Full name of latest spouse/civil partner | |

Other personal relations

Under s. 3 of the Danish Act on the Formation and Dissolution of Marriage, a person who is under guardianship under s. 5 of the Danish Act on Guardianship or under guardianship combined with deprivation of a person's legal capacity, cf. s. 6 of the Danish Act on Guardianship cannot marry without the consent of the guardian. The consent can be given on a special form which the local authority can give you.

Are you under guardianship
 No Yes

Under s. 6 of the Danish Act on the Formation and Dissolution of Marriage, two relatives in the direct line of ascent or descent (e.g. parents and children) or siblings cannot marry.

Are you as closely related to the person whom you are to marry as mentioned above
 No Yes

Under s. 7 of the Danish Act on the Formation and Dissolution of Marriage, two people are not allowed to marry if one of them has been married to the other one's relative in the direct line of ascent or descent (e.g. parents-in-law and children) without the permission of the National Social Appeals Board, Division of Family Affairs.

Are you as closely related by marriage to the person whom you are to marry as mentioned above
 No Yes

Under s. 8 of the Danish Act on the Formation and Dissolution of Marriage, an adoptive parent and his/her adopted child cannot marry as long as the adoptive relationship exists.

Is there an adoptive relationship between you and the person whom you are to marry as mentioned above.
 No Yes

Name change on your wedding day (find the digital self-service solution at borger.dk)

I have applied for a change of name on my wedding day so that the name will appear from the marriage certificate. I have

sent the application by means of the digital self-service solution at borger.dk (alternatively, printed the 'Navneændring på bryllupsdagen' (name change on my wedding day) form and sent it to my parish of residence/in South Jutland, the local authority in which my birth is registered).

sent/submitted the application to the local authority, perhaps together with this notice

Information concerning the second party

| | | |
|--|-----------------------------------|-------------------------|
| Surname | | |
| First name and middle names | Civil registration number or DOB* | |
| Place of birth (town/city/district) | | |
| Address | | |
| District of residence | | |
| Email • If you have a civil registration number, the local authority will use your mandatory digital postbox | | |
| Telephone number • private | Telephone number • mobile | Telephone number • work |
| Are you a Danish citizen <input type="checkbox"/> Yes <input type="checkbox"/> No | | If no, a citizen of |

*DOB=Date of Birth

Former marriage/civil partnership

| | |
|---|---|
| Have you formerly been married/been part of a civil partnership <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, how was the latest marriage/civil partnership dissolved <input type="checkbox"/> Divorce <input type="checkbox"/> Death <input type="checkbox"/> Annulment |
| Full name of latest spouse/civil partner | |

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Are you under guardianship
 No Yes

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Are you as closely related to the person whom you are to marry as mentioned above
 No Yes

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Information about place of marriage

| | |
|-----------------------------|------------------|
| Name of church or town hall | Date of marriage |
|-----------------------------|------------------|

Date and signature

The declaration must be made and signed personally by each party before the marriage can take place. One party cannot sign for the other party even if a power of attorney exists. **If you make a false declaration, you are punishable pursuant to s. 163 of the Danish Penal Code.** The declaration must be dated at the same time as the signature. The notice of marriage must be submitted to the local authority not later than four weeks after the date of signing.

| | |
|----------------------------------|-----------------------------------|
| Date and signature • first party | Date and signature • second party |
|----------------------------------|-----------------------------------|