

St. Joe's Wedding Couple Checklist for PAPERWORK files only (rev. May 22, 2019)



This should be an enjoyable time! We are here to help but it is important that you complete the needed processes and paperwork in a timely manner. You will need to complete your wedding file by turning in the paperwork listed below.

Your Marriage File will be sent from St. Joes, to the Archdiocese of Ottawa. They will, in turn, approve it and send it to the Diocese where you will be married who will then send it to the Church where you will be married. This is why we need at least 6 months to prepare a file. Your paperwork should be into St. Joe's at least 4 months before your wedding. The Church of your Wedding may require more time so check with them first.

Date when completed	To do
	Contacted the Chancery Office of the Archdiocese of Ottawa if either of us were married previously (civilly or religiously)
	Contact Church of our wedding for their (A) Date they need the file and (B) Any additional paperwork they need beyond this checklist.
	Completed Wedding Paperwork ONLY Form and submitted it to Andrew Pump at St. Joes at our initial meeting <i>Our meeting with Andrew is on:</i>
	Schedule the Pre-Nuptial Interviews for each of you with Andrew. This can be done at the 1 st meeting with Andrew or you can schedule another meeting.
	Non-parishioner couples are asked to pay \$50 fee at their first meeting for processing your wedding paperwork. Cash or check made out to "St. Joseph's Church".
	Contact Church of baptism to request NEW baptismal certificate (required for all Catholics) * see notes below
	Marriage Preparation provided * see notes below
	Bride (if baptized) provides NEW baptismal certificate (as noted below)
	Groom (if baptized) provides NEW baptismal certificate (as noted below)
	If either party was Confirmed in the Catholic faith, provide Confirmation certificates.
	If either were not baptized, provide letter from parent stating this to be the case.
	"Freedom to Marry" statement provided for bride - PDF on our website
	"Freedom to Marry" statement provided for groom - PDF on our website

Our Wedding Date is _____.

We should meet with Andrew at least 6 months in advance which would be no later than: _____

All our paperwork should be into St. Joe's at least 4 months before our wedding date which means no later than: _____

More details on the paperwork needed to complete your wedding file

Baptismal Certificates

If either the bride or groom is Catholic, at least 6 months before the wedding date, they must contact their church of Baptism and request a **new** baptismal certificate. The original baptismal certificate in your baby book is not what we need. Most parishes all over the world are used to these requests and you usually need to provide to them your name, date of birth, and date of baptism, if you know it. Then they will send you a new baptismal certificate. Once received, this new original certificate must be turned into Andrew Pump at the parish. Your Church of baptism may require a small fee. Sorry, but photocopies, faxes, or email versions cannot be accepted. *If not handing to Andrew in person, drop off to the front desk in an envelope with Andrew's name.*

If either the bride or groom is not Catholic yet baptized, they must: provide a copy of their baptismal certificate or request a form from Andrew that allows someone who witnessed their baptism to testify in writing that this baptism did take place.

If either the bride or groom has not been baptized, he/she should produce a letter from a parent that they have never been baptized.

Confirmation Certificates

If either the bride or the groom is Catholic, they should provide a copy of their Confirmation certificate.

Marriage Preparation Program

You are required to attend a Catholic Marriage Preparation program. Marriage Preparation helps you better prepare for a marriage based in faith and community and to help build on your present foundation of communication and relationship

building skills. It is designed to explore some of the demands and responsibilities of a faith-based marriage, and to examine your thoughts, beliefs, and feelings about your marriage.

St. Joe's hosts Marriage Preparation twice a year...usually once in the spring and once in the fall. If you would like to be alerted when the next session is confirmed, please contact Andrew to be put on the contact list. There is a separate fee for the Marriage Preparation Program at St. Joes. If you find that you cannot make the dates of the St. Joe's marriage preparation dates, please let Andrew Pump know as soon as possible.

You can usually attend any Catholic Marriage Preparation course but always check with your Wedding Presider/Priest for approval.

"Freedom to Marry" statements

Both the bride and the groom need to produce a statement from a parent (or sibling) that states that this person has not been married in either a civil or religious ceremony. These statements can be typed or handwritten but they need to be signed. A sample form is included on our website.

Registered at another parish?

Is either the Bride or the Groom registered at a Catholic Parish other than St. Joe's? You will need a letter from that parish giving you permission to marry at St. Joe's.