

## **Submission of the Prenuptial File**

**Policy No. 723**

***Policy Statement:*** All requests for dispensations and/or permissions must be referred to the Office of Canonical Services accompanied by the full prenuptial file at least two weeks prior to the wedding date if the wedding is in the Archdiocese; or two months prior to the wedding if it is outside the Archdiocese.

***Procedure:*** When submitting the prenuptial file to the Office of Canonical Services, it must include the following:

- Form 1A
- Form 1B one form completed for each party
- Form 1C as required
- Form 2
- Form 3 in duplicate for marriages in the Archdiocese
- Form 3 in triplicate for marriages in other dioceses
- Baptismal certificates for all baptized parties
- All civil and ecclesiastical documents required to confirm the parties' freedom to marry

a) Complete the Prenuptial Forms (Appendix 704B). For assistance, refer to Instructions to Complete Prenuptial Forms (Appendix 704A).

b) Follow procedures for submission of prenuptial file involving a party from another diocese, or when the marriage celebration is to take place in another diocese (Procedures to Follow with Other Dioceses – Appendix 702A).

c) Keep a copy of all documents as a precaution against loss in the mail when submitting the completed forms to the Office of Canonical Services.

d) Notify the Office of Canonical Services whenever a marriage is cancelled, or the date changed, after a dispensation or permission has been granted.

***Exception:*** When sending the completed forms to the Office of Canonical Services for a dispensation or permission, do not include the marriage license or the completed copy of the registration form.

***Refer to Policy:***  
No. 702 Marriage in Other Dioceses  
No. 704 Prenuptial Interviews and Forms

***Refer to Appendix:***  
702A Procedures to Follow With Other Dioceses  
704A Instructions to Complete Prenuptial Forms  
704B Prenuptial Forms