



Wedding Application Form

To be completed in full, with **BLOCK LETTERS**. Please **E-MAIL** form to info@crcpotchefstroom.co.za **ASAP**.

Dear applicant,

Congratulations and thank you for considering CRC Potchefstroom/CRC Klerksdorp for your wedding ceremony.

In order for us to be able to consider your request we will need a minimum time of 3 to 4 months' notice of your wedding date. Also note that we will not be able to process your application without the supporting documents.

Reservations are not final until feedback regarding the completed forms are filed and confirmed with an email sent by the Church Office. Dates without the application cannot be held. We receive many wedding inquiries every year, and in some cases the wedding dates surpass. In this case, we will contact you to let you know who can do your wedding. It is important that you return the application at once, in order for us to save the date that you have in mind. If you have any questions or concerns regarding the enclosed information, please do not hesitate to call. Your zone Pastor will be assigned to marry you and we do require that you are a committed member of CRC and planted in a Homecell.

As soon as your wedding date is confirmed, meetings are required for pre-marital counseling.

All our best wishes for your many preparations!

CRC Potchefstroom & CRC Klerksdorp

Your document checklist:

- x 4 certified ID copies
- ID photos, x 3 each of the couple
- Lawyers letter (if applicable)
- Pastor conducting ceremony (planned honorarium at own discretion)
- Pre-marital course completed
- One one-on-one counselling session completed
- Divorce document where applicable

Please see page 7 for cost inquiries.

Home Affairs require the following information to be added to the marriage register.

Take note: All documents to be handed in 4 weeks before the wedding date!!!

1. **3 ID photos** of the husband. (Size must be 35 – 40mm in width)
2. **3 ID photos** of the wife. (Size must be 35 – 40mm in width)
3. Your **left hand thumb prints** will be taken from both parties.
4. **Certified copy** of ID document of the husband. (If no ID Copy is available please contact Home Affairs)
5. **Certified copy** of ID document of the wife. (If no ID Copy is available please contact Home Affairs)
6. **Certified copy** of divorce order, if applicable.
7. **Certified copy** of death certificate, if applicable.
8. If you want to get married **out of community of property**, you must go to your attorney to obtain a marriage contract before you get married.
Certified copy of letter from your attorney, if you marrying ANC (No letter means you will automatically be registered as being married “In community of property”, which has to be changed through a legal firm again, if you should want to do this.
9. **Certified copy** of ID document of witness 1
10. **Certified copy** of ID document of witness 2

If any of the above documents are still outstanding before your wedding date, we will hold back your hand written marriage certificate, until all documents have been received!



Wedding Application Form

INFORMATION – GROOM

1. Full Name(s): _____

2. Surname: _____

3. SA ID Number: _____

4. Place of Birth: _____

5. Current Street Address: _____

_____ Postal Code: _____

6. Permanent Residential Address after wedding: _____

_____ Postal Code: _____

7. Telephone: (c) _____ (w) _____

8. E-mail Address: _____

9. Highest Level of Education: _____

10. Current Occupation:
(If unemployed, most recent occupation.) _____

11. Are you a South African Citizen? Yes No
(If you are not a South African Citizen please supply us with your Passport No.) _____

12. Are you older than 18 years of age? Yes No
(If you are younger than 18, both your biological parents and/or your legal guardian must give consent to this marriage by completing a BI-32 form.)

13. Have you been divorced? Yes No
(Please attach a certified copy of the final decree of divorce to this form and supply us with the following details of your divorce...)

Date of the divorce: _____

Name of the court: _____

14. Are you a Widower? Yes No
(Please attach a certified copy of the death certificate of deceased spouse to this form and supply us with the following details of your deceased spouse...)

Name and Surname: _____

Date of death: _____

INFORMATION – BRIDE

1. Full Name(s): _____

2. Maiden Name & Present Legitimate Surname: _____

3. Indicate in writing the surname under which you wish to be recorded in the population register after your wedding: _____

4. SA ID Number: _____

5. Place of Birth: _____

6. Current Street Address: _____

Postal Code: _____

7. Telephone: (c) _____ (w) _____

8. E-mail Address: _____

9. Highest Level of Education: _____

10. Current Occupation:
(If unemployed, most recent occupation.) _____11. Are you a South African Citizen? Yes No
(If you are not a South African Citizen please supply us with your Passport No.) _____12. Are you older than 18 years of age? Yes No
(If you are younger than 18 both your biological parents and/or your legal guardian must give consent to this marriage by completing a BI-32 form.)13. Have you been divorced? Yes No
(Please attach a certified copy of the final decree of divorce to this form and supply us with the following details of your divorce...)

Date of the divorce: _____

Name of the court: _____

14. Are you a Widow? Yes No
(Please attach a certified copy of the death certificate of deceased spouse to this form and supply us with the following details of your deceased spouse...)

Name and Surname: _____

Date of death: _____

PRE-MARITAL COUNSELING

Please take note that it is expected of all prospective couples to attend our pre-marital counseling before they get married.

1. Are you both members of CRC Potchefstroom/CRC Klerksdorp? Yes No

2. Have both of you completed our pre-marital counseling? Yes No

2. Who facilitated the counseling? _____

3. When did you complete the counseling? _____

WEDDING CEREMONY INFORMATION

1. Wedding Date: _____ Wedding Time: _____ *

**The Pastor will arrive at the Wedding Venue 20 minutes before the ceremony starts.*

2. Ceremony Venue and Address: _____

3. Preferred Language for Ceremony: _____

4. Name and Surname of Pastor for Ceremony: _____

5. Please inform us of any special requests concerning the Wedding Ceremony:

Specific Scripture Passage: _____

Vows: _____

Communion: _____

Songs to be sung: _____

Other: _____

*Please take note: In terms of section 29(2) of the Marriage Act a marriage officer shall solemnize any marriage in a church or other building used for religious services or in a public office [i.e. a Government office] or in a private dwelling-house. **Any other place is deemed as invalid.***

Contact person on day of wedding (e.g. Wedding planner/ Best man/ Maid of Honour etc.):

Name: _____ Cell: _____

6. Temporary marriage certificate

- After the wedding ceremony, the Pastor will hand you a temporary marriage certificate that states that you are legally married.
- Once the marriage has been registered at Home Affairs (approximately 2 weeks after wedding ceremony), you will need to take this temporary marriage certificate to Home Affairs to collect the original marriage certificate (this will also be required for the Bride to apply for her new ID card).
- Most honeymoon holiday resorts also require this certificate on date of arrival.

Please state the name and cellphone number of a responsible person to whom the Pastor must give this certificate to. Also inform the person that they will be responsible for the safe keeping of this document:

Marriage certificate contact person on day of wedding (e.g. Wedding planner/ Best man/ Maid of Honour):

Name: _____ Cell: _____

7. Please provide us with the following details of the 2 (two) people that will sign the Marriage Register as witnesses:

Witness #1: Full Name(s) and Surname: _____

ID or Passport No: _____

Cell Phone No: _____

Witness #2: Full Name(s) and Surname: _____

ID or Passport No: _____

Cell Phone No: _____

DOCUMENTATION

Please ensure that the following documents and items accompany this completed application form:

Bride and Groom:

Certified copy of ID of Groom **or** completed BI-31; or certified copy of Passport, Visa and completed BI-31 of Groom

Certified copy of ID of Bride **or** completed BI-31; or certified copy of Passport, Visa and completed BI-31 of Bride

3 x Color ID photos of Groom

3 x Color ID photos of Bride

Witnesses:

Certified copy of ID or Passport of Witness #1

- Certified copy of ID or Passport of Witness #2

Prenuptial agreement (if applicable):

- Letter from Lawyer to confirm existence of prenuptial agreement

Other (if applicable):

- Certified copy of the final decree/s of divorce/s – **must be certified by the Clerk of the Court** (if applicable)
- Certified copy of the death certificate/s of deceased spouse/s (if applicable)
- Completed and signed BI-32 - consent to marriage of a minor (if applicable)

ADMIN FEES, HONORARIUM & TRAVELLING COSTS

1. **Admin Cost** – To be confirmed once application has been submitted.
2. **Travelling** – the couple will be responsible for the Pastor's travelling in the following manner:
 - a. Travelling cost of **R4 /km there and back** (return fare) travelled from his office to the wedding venue and toll costs. (This cost may change without prior notice)
 - b. This travelling cost will only be applicable where the Pastor needs to travel further than **30km** from his office to the wedding venue AND toll fees. If the Pastor is required to stay at the venue, full cost will be paid by the Bridal couple, especially if they travel a long distance. All arrangements can be made with the Pastor's Personal Assistant.
 - c. **Honorarium** – This is a **separate additional amount** that you may bless the Pastor with, paid to the Pastor's Secretary/PA thanking him for his time if you choose to bless him that will be at your own discretion. (Wedding ceremonies are not considered part of their work hours- **This is their own private time away from their families and other responsibilities.**
 - d. All cost will be collected by the **Pastor's PA (Nicole)**, cash only. This will be finalized 4 weeks in advance when handing in the final documentation at the Church Office.

Please arrange drop of time for documentation with Nicole at info@crcpotch.co.za or cell: 082 818 0617.

If you have any further questions, please ask here:

We, the undersigned, confirm that all information given by us in this document are true and just. We also confirm that we understand, accept and agree to the guidelines set out in this document.

(Signature: GROOM)

(Signature: BRIDE)

(DATE)

When you are ready to drop off all documentation as stipulated on this form, please arrange the drop of time with Nicole at the church office.

For more information or queries, contact: info@crcpotch.co.za