

Wedding Officiation Approval Request

Diocese of East Carolina

STEP ONE: Clergy Status

Are you a Priest within the Diocese of East Carolina?

☐ **Yes** → Proceed to **Step Three**

Are you a Priest outside of the Diocese of East Carolina?

☐ **Yes** → Proceed to **Step Two**

STEP TWO: Priests from outside the Diocese of East Carolina

If you are a priest from outside the Diocese of East Carolina, please complete the following before proceeding:

Required Actions

☐ **Letter of Good Standing**

- Request a **Letter of Good Standing** from your current Bishop addressed to Bishop Fisher.
- Email a copy of the letter to:
April Caballero
Bishop's Assistant
aprilrc@diocese-eastcarolina.org

☐ **Marriage Register Arrangements**

- Contact the priest serving the congregation nearest to the wedding venue.
- Inform the priest that you are seeking permission from Bishop Fisher to officiate within the Diocese of East Carolina.
- Request permission to record the marriage in that congregation's marriage register.

Note: If the marriage will be recorded elsewhere, please notify the Bishop's Assistant of the location where the marriage will be recorded.

☐ **Completion Confirmation**

- Once the above requirements have been completed, proceed to **Step Three**.
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STEP THREE: Previous Marriages

Has either party been previously married? ☐ Yes ☐ No

If yes, please provide the following:

- ☐ Completed **Guidelines for Marriage of Divorced Persons** form
- ☐ **Copy of the Divorce Decree**, Judgment of Dissolution of Marriage, or other applicable court documentation
- ☐ Completed **Declaration of Intention** form
- ☐ **Letter of Application to Remarry** from the officiating priest to the Bishop
(A sample letter is available; however, you may submit your own letter.)
- ☐ Complete all information requested in **Step Four**

If no, please provide:

- ☐ Completed **Declaration of Intention** form
 - ☐ Complete all information requested in **Step Four**
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STEP FOUR: Wedding Information

Please provide the following information:

Officiating Priest Name: _____

Bride's Name: _____

Groom's Name: _____

Wedding Date: _____

Wedding Location (Venue and City):

Location Where the Marriage Will Be Recorded:

Relationship of Officiating Priest to the Couple:

Premarital Counseling Confirmation

☐ I certify that the couple has completed premarital counseling.

Additional Comments (Optional):

STEP **FIVE**: Submission

Before submitting, please confirm that all required materials are included below:

Checklist

- ☐ Declaration of Intention Form
- ☐ Guidelines for Marriage of Divorced Persons Form *(if applicable)*
- ☐ Divorce Documentation *(if applicable)*
- ☐ Letter of Application to Remarry *(if applicable)*
- ☐ Letter of Good Standing *(for clergy outside the Diocese)*
- ☐ All information requested in Step Four

Submit Materials

Email all completed forms and supporting documentation to:

April Caballero, Bishop's Assistant

aprilrc@diocese-eastcarolina.org

STEP **SIX**: After the Wedding

One week after the wedding, please fill out the **Marriage Solemnization Form** and email it to:

April Caballero, Bishop's Assistant

aprilrc@diocese-eastcarolina.org

***** Once the Marriage Solemnization form is received, we will close out/archive the file.***