

# Pre-Wedding Document Checklist

## *Minister's Marriage Licence Processing – Jamaica*

### Description

To ensure your wedding ceremony is legally authorized and smoothly executed, please submit the following documents for **both partners**.

### IMPORTANT

- **TWO (2) certified copies** of each applicable document are required
- **Email submissions are NOT accepted**
- Documents must be submitted **physically** (drop-off or courier)

### REQUIRED FOR BOTH BRIDE & GROOM

#### 1. Birth Certificate

- Must show full legal name and father's name
- Certified copy required

#### 2. Valid Picture Identification

- Passport, Driver's Licence, or National ID
- Name must match the birth certificate

#### 3. Occupation / Calling

- Must be specific and descriptive
- Examples:
  - Group Manager
  - Auto Mechanic
  - Practical Nurse

- Mathematics Teacher

#### **4. Father's Full Name**

- Required for statutory marriage documents

## **IF PREVIOUSLY MARRIED**

#### **5. Final Divorce Decree (Decree Absolute)**

- Certified copy required
- Overseas documents must be **apostilled or notarized**

#### **6. Death Certificate of Former Spouse (If Widowed)**

- Certified copy required

## **ADDITIONAL FORMS (IF APPLICABLE)**

You may be required to complete additional statutory forms if:

- Father's name is missing from the birth certificate
- Names differ across documents (misspellings, missing middle names, name changes)
- Applicant is **16 or 17 years old** (Letter of Consent required)

**Note:** Where original documents are presented, a full set of photocopies is also required.

## **HOW TO SUBMIT YOUR DOCUMENTS**

### **Knutsford Express/Mail/DHL/Courier/Fedex Information for Pick-Up/Drop-Offs**

*Dwayne Fuller, Bishop, BSc., JP.*

**Marriage Officer JA** (*a service of*)

Dwayne Fuller International LTD  
22B Old Hope Road,  
Kingston 5,  
Jamaica, W.I.

T: 8763963057

E: [contact@marriageofficerja.com](mailto:contact@marriageofficerja.com)

**International Couple?** Here's a travel hack: Knutsford Express (a courier and bus service based in Jamaica) is usually found at the checkout counter in your Jamaican airport. You can have your documents sent to us via Knutsford Express when you arrive on the island, and we get it the following day. It is an affordable courier solution that costs less than \$10USD.

## SUBMISSION DEADLINE

Documents must be submitted **7–10 business days** before your wedding date. Late submissions may affect licence approval and ceremony scheduling.

## WHAT HAPPENS NEXT


Once your documents are approved, we will:


- Submit the Minister's Marriage Licence application
- Collect the approved licence
- Prepare the marriage register and ceremony documentation

## CONTACT INFORMATION

**Marriage Officer JA (a service of Dwayne Fuller International LTD)**

 22B Old Hope Road, Kingston 5, St. Andrew, Jamaica

 1-876-396-3057

 [contact@marriageofficerja.com](mailto:contact@marriageofficerja.com)

 <https://MarriageOfficerJA.com>