



## Domestic and International Wedding File Transfer

The following is the procedure that should be followed if you are asked to help prepare a couple to celebrate the Sacrament of Marriage outside of the Archdiocese of New York, either in a Domestic or International (arch)diocese, please observe the following procedure:

### **Wedding File**

Preparing a standard wedding file, ***must include***:

1. Letter from the Pastor giving permission for the couple to marry outside of the parish.
  - Name and address of the Parish or wedding location
  - (Arch)diocese where the wedding will take place.
2. Witness Affidavit Form (2 for each party)
3. Pre-Marital Investigational Form.
4. Sacramental Certificates for Baptism, Eucharist, and Confirmation for all Catholic parties.
  - These certificates should be issued within six months of the wedding date.
5. Pre-Cana Certificate or other proof that the parties have been prepared for Catholic Marriage.
6. If a Catholic intends to marry an unbaptized person or a non-Catholic Christian, a Dispensation/Permission must be granted. If the Dispensation/Permission was granted, please include it with the file.
7. If this is a convalidation of a civil marriage, please include a copy of the parties' civil marriage certificate.

### **File Transmittal**

When the file is complete, it should be sent to the Chancery. The standard process is that the file is sent from the New York Chancery to the Domestic/International Chancery, then that Chancery sends the file to the parish where the wedding will take place.

- The requirement of sending files Chancery to Chancery is not observed in the Dioceses of Brooklyn and Rockville Centre.
- Please note that Domestic/International (arch)dioceses have rejected files that by-pass our Chancery and are sent directly to the parish where the wedding will be celebrated. In these cases, Chancery to Chancery transmittal is insisted upon, usually with little time to spare before the wedding.

### **Suggested offerings to Archdiocese**

- Dispensation/Permission: \$50

For all fedex fees please include a check or money order, payable to the Archdiocese of New York, with the wedding file. Documents are sent via FedEx with guaranteed tracking status.

- Domestic Weddings: \$25
- International Weddings: \$100 - \$150

**As always, if you have any questions, please feel free to contact the Chancery at 646-794-2929.**