

*Guide for obtaining legal documents  
for your wedding in  
Cyprus*

The following document has a guide to all the documentation you need for your ceremony in Cyprus.

It's important that you read this carefully, keep this document safe and ensure you follow the step by step guides to avoid any problems when you get to resort.

It is extremely important that you have all documents as per the guide. If you do not have these then you will not be able to legally marry in Cyprus.

# Documents for your wedding

Wherever you decide to get married, you'll need official documentation to do so. These will be to prove your identity (who you are), where you were born and eligibility to marry.

As you are marrying in Cyprus these will also need to be legalised.

**\*\*Please do not legalise your passports or birth certificates – it is not necessary\*\***

**Passports must be valid for at least 3 months after the day you plan to leave Cyprus (check both the 'issue' date and 'expiry date'). If you renewed your passport early, extra months may have been added to its expiry date.**

Important documents required: All must be original documents

- Birth Certificates – FULL SIZE (LONG VERSION)
  - You both must have the full size A4 birth certificates that must show the names of your parents.
  - It needs to be A4 size ideally, although the Cypriot authorities will accept A3.
  - If you don't have these, it is recommended you contact your local births / deaths / marriages department or go to the general register office website at <https://www.gro.gov.uk/gro/content/certificates/login.asp> where you can buy them online.
- Any decree absolutes, deed poll certificates, adoption certificates or in the case of being widowed the death certificate.
  - If you've been married, adopted or you've changed your name in some way you need to make sure that you have the official document to prove this.
  - If widowed you will need your spouses death certificate.
  - If you are divorced and have reverted to your maiden name please be aware that you will need to have a letter from a solicitor to declare this, or you may need to visit the local court house to obtain a document to declare that you now use your maiden name.
  - You will need to get an official copy of these documents from the relevant authorities – these documents must be taken to resort with you and will not be given back to you, so we advise you to get these so you can keep your true original documents safe.
- Affidavits or a Statutory Declaration

When marrying in Cyprus it is necessary to also obtain Affidavits or a Statutory Declaration. This can be done by a UK Solicitor or Notary Public – please see template below. You must have one each.

The Affidavits or Statutory Declarations need to be obtained **no earlier than 3 months prior** to the wedding.

- If the template is not on company headed paper it must be accompanied with the solicitors business card and must state solicitors name and occupation.
- It is vital that your passport number is recorded on this document.

The wording must be relevant to your status:

- If you have never been married it must state single and free to enter first marriage.
- If you have been divorced it must state divorced and free to enter marriage.
- If you have been widowed it must state widowed and free to enter marriage.
- Once you have had your affidavit written, please forward a copy to the weddings department to be checked.
- **If you are from Scotland you may need to obtain a certificate of no impediment instead as statutory declarations are not always possible if you want your nationality to say Scottish on your marriage certificate.**
- Stamp - This **MUST** state the word "solicitor/s" or "notary public" on the company stamp. If not, please also attach a business card of the solicitor.
- The solicitor **MUST** sign the document in their own name - NOT a company signature or a PP (on behalf of) signature.
- The solicitor **MUST** have a current practising certificate with the relevant UK regulatory body.
- The solicitor **MUST** clearly print or stamp their name and details of their firm.
- Please ensure that this is in typed format and not completed in pen.

Once you have obtained these documents, you must check to make sure the personal information on them is correct.

**Important:**

As declaration documents are only valid for 3 months please do not get them any earlier than that before your wedding date or they will expire.

Please see the following page for an example of a Statutory Declaration / Affidavit.

Example of a Statutory Declaration / Affidavit.

(This represents company headed paper)

The Solicitor – Company Name  
1 The Address Road  
Place

'Solicitor Registration Number'

STATUTORY DECLARATION  
EXAMPLE

I, the undersigned (*forename surname*) ...#####...

Date of birth ...#####...

Of (*full postal address*) ...#####...

Holder of UK Passport No ...#####...

And of (*state religion or state no religion if you are not religious*) ...#####...

Make oath and say as follows,

I am single / divorced / widowed (*delete where appropriate*), I am free of any bond of engagement or marriage and can lawfully enter into my *first (or insert number)* marriage in Cyprus on the (*insert your wedding date*).

And I make this solemn Statutory Declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

The Affiant

\_\_\_\_\_  
(sign your name)

I hereby certify that the above is Witnessed, sworn and signed before me

\_\_\_\_\_ Solicitor  
(solicitor's name in capital letters please)

This \_\_\_\_\_ day of \_\_\_\_\_ 2022.  
(day) (month)

Signed

\_\_\_\_\_  
(solicitors' signature)

\_\_\_\_\_  
(solicitors' stamp)

- Other documents for non-British passport holders

- If you are not a British passport holder, **YOU MUST** contact your embassy to obtain details of any extra documentation required to marry. For example: If you are an **Irish** passport holder you will need to get from the Irish Embassy a “Freedom to Marry” certificate.
- Please remember that if your birth certificate and other personal documents are not in English, they will need to be translated and certified **by your embassy and apostilled by them.**

Please see below for other countries (this does not constitute any legal or official document but is a guide aiming to assist you to acquire basic knowledge of the procedure to follow).

| Passport    |  |
|-------------|--|
| Irish       | Department of Foreign Affairs in Ireland   |
| Swedish     | Swedish Tax Administration   |
| Norwegian   | Registry of Population   |
| Finnish     | Extract from the Population Information System in Finland  |
| Lebanese    | Ministry of Interior-Document & Translation should be stamped by the Cyprus Embassy in Lebanon<br>(A true copy is required by the Lebanese Embassy in Nicosia/Cyprus) & by the Minister of Foreign Affairs |
| Russian     | Russian Government Authorities in Russia<br>Archives of the Registry Office of the Administration Of the Region-Apostille Stamp / or the Russian Embassy in Nicosia-Cyprus                                 |
| Israeli     | Ministry of Interior   |
| Moldavian   | Ministry of Information Development-Civil Status Service-Certificate of civil status   |
| Bulgarian   | Municipalities   |
| Slovakian   | Citizen’s sworn statement before a consular official at the Slovak Embassy   |
| German      | Civil Registry Office  |
| USA         | Citizen’s sworn statement (affidavit) before a consular official at the embassy or a consular office in USA<br>This notarial service is provided by the USA Embassy, Nicosia                               |
| Philippine  | National Statistics Office – Republic of the Philippines<br>(Stamped by the Embassy of the Philippines in Nicosia)   |
| Hungarian   | Central Hungary Regional State Administration Office<br>Department of Authorities  |
| Czech       | Certificate of No Impediment - Czech Republic  |
| Uzbekistani | Ministry of Justice – Republic of Uzbekistan   |
| Lithuanian  | Certificate of Capacity to contract marriage – Municipality<br>Administration Office - Civil Registry Office, Republic Lithuania   |
| Romanian    | Municipality/Public Community Service for Records of People  |
| Swiss       | Civil Status Office/Swiss Confederation  |
| Polish      | Registry Office/Republic of Poland   |

## Step 1 After booking your wedding date

Start to gather your certificates and documents

It's a little too early to do all the paperwork now but you can start by making sure you have your full size birth certificates (each) and any other relevant certificates (decree absolutes, deed poll certificate, adoption certificate and if widowed, the death certificate.)

Remember the registrar in resort will keep all original documents (except birth certificates), so please ensure you get additional copies for yourself for future use.

Find your solicitor / notary public

You can also look at finding your solicitor or notary public who you will use for your Statutory Declaration or Affidavit. At this point you are **NOT** completing the document yet as declaration documents are only valid for 3 months (12 weeks) so you cannot get them any earlier than this prior to your wedding date.

## Step 2 3 full months before your wedding day

Meet with your solicitor or notary public and complete your statutory declarations or affidavits.

Remember declaration documents are only valid for 3 months (12 weeks) so be sure they are dated within this time frame of your wedding date.

## Step 3 As soon as you have your Statutory declaration or 'Affidavit'

The 'Statutory Declaration' or 'Affidavit' and any other original documents applicable must be sent straight away to the Foreign and Commonwealth Office to be legalised. This legalisation process is where an official stamp or an apostille is placed on the back of your documents to certify them.

It is imperative that you get your paperwork in order as soon as your time frame window allows you too.

You do not need to legalise passports, witness copies of passports or birth certificates.

To do this you will need to go to the FCDO website <https://www.gov.uk/get-document-legalised> and follow the instructions and advice. The cost is £45 per document – payable online with a form you need to print and complete. There is an option for a quicker return postage – all details online.

On completion of your online form, you will be provided with the address to send you documents.

The online form has the option for documents to be submitted online – Cyprus DO NOT accept e-apostilles and so this must be the paper versions.

There is also the option for bundled apostilles. Cyprus DO NOT accept this and each document but have its own apostille.

Tel: 03700 00 22 44 (Monday to Friday, 10am to 4pm)  
legalisationenquiries@fcdo.gov.uk

For a fast track service please check <https://www.hagueapostille.co.uk/>  
Different charges will apply.

## Step 4

As soon as you have received your legalised documents

Please send scans of the following to the weddings department [weddings@olympicholidaysgroup.com](mailto:weddings@olympicholidaysgroup.com) as we will check over all the documents and check them with the Registry Office in resort prior to your arrival to make sure everything is in order:

- Statutory declaration or affidavit
- Birth certificates
- If applicable – decree absolute, deed poll or death certificate
- Passport photo pages  
**Passports must be valid for at least 3 months after the day you plan to leave Cyprus (check the 'expiry date').**
- Witness passport photo pages (x2 witnesses, must be over 18 years old)

**Witnesses:** To marry in Cyprus you need 2 witnesses, if you are travelling alone let us know and we can arrange the witnesses for you.

Please ensure when you send the scans that we can see the apostilles.

## Step 5

Pack your bags, you're getting married!

Remember to take all original and legalised documents to resort with you!

## After you get married

In order for your wedding certificates to be recognised in the UK, they will need to be apostilled in Cyprus. Most Town Halls offer a service to do this for you, and you will have your certificates back with you within a few days. The cost of this service is approximately €50.00 depending on how many certificates you have. In some cases, your certificate will be collected and sent to you in the UK.



# Documentation / Legal fee's 'at a glance'

Prices shown in the below table are per document.

|  | Legalise / Apostille<br>payable to the FCDO* |
|--|--|
| Birth certificate                      | Does not need to be legalised                |
| Statutory declaration / affidavit      | £45  |
| Additional documents IF applicable     |  |
| Decree absolutes (divorced)            | £45  |
| Deed poll certificate (name change)    | £45  |
| Adoption certificate                   | £45  |
| Widowed - death & marriage certificate | £45  |
|  |  |
|  | Apostille<br>payable in resort               |
| Wedding certificate                    | €50  |

\*Current pricing and may change

Other costs to consider:

- Additional copies of certificates / documents for your own future records
- Postage / courier fees
- Registrar fees (payable in resort)
- Additional marriage certificate fee 15 euros (payable in resort)



## When you arrive in Cyprus

Before you travel you will receive details of your pre wedding meeting with your coordinator in resort. The email will have contact details from your coordinator and the time they will come to meet you at your accommodation.

When you meet your co-ordinator, they will go through everything about your wedding day and any items you have pre-ordered they will go through with you. They will also finalise arrangements for official visits to complete paperwork. Any final questions you have or if you want anything extra can all be discussed at this time.

They will be able to help you allocate the money you have brought with you for the ceremony and they will go with you to the Town Hall to submit your paperwork.

On your big day you'll be able to get ready whilst your wedding co-ordinator makes a final check on everything that is expected such as the delivery of the flowers, transportation to the venue, the photographer, the wedding reception, etc.

Your wedding co-ordinator will also be responsible to ensure that everyone leaves on time to reach the wedding location and that everything runs smoothly up until we leave you to celebrate the happy event with your family and friends.

Remember if you need anything please let the wedding coordinator know as they are there to help your day be perfect.

## Useful information about your wedding

### Civil weddings:

- The length of this is around 15 minutes for the registrar to marry you.
- You need 2 witnesses who are over 18 years old.
- For civil ceremonies you can have your own choice of music if you wish, minimum 3 songs needed for:
  - Walking down the aisle
  - Signing the register
  - Walking back up the aisle and photos

### Church weddings:

- The length of this is around 30-45 minutes for the minister or priest to marry you.
- You need 2 witnesses who are over 18 years old.
- For music it is better to arrange with the minister at the meeting.

# Checklist for Legal Documents

Please use the following checklist to ensure all relevant documents have been collected for both the bride & groom.

| Checklist for Legal Documents   |        |        |
|---|--------|--------|
| Once your wedding day is confirmed  |        |        |
|   | Bride: | Groom: |
| <b>Birth Certificates</b>   |        |        |
| Is it FULL SIZE A4 (LONG VERSION) – Includes parents names  |        |        |
| Statutory declaration   |        |        |
| <i>If applicable:</i>   |        |        |
| Decree absolute   |        |        |
| Deed poll   |        |        |
| Adoption certificate  |        |        |
| Widowed – death certificate   |        |        |
|   |        |        |
| Find Solicitor / Notary public for Statutory Declaration or Affidavit   |        |        |
| Solicitor / Notary Public:  | Date:  | Time:  |
| The declaration documents must be <b>3 months (12 weeks)</b> before your wedding day <b>no earlier</b> (as they are <i>only</i> valid for 3 months from when they are dated). |        |        |
| 3 Months (12 weeks) before your wedding day   |        |        |
| Attend solicitor / notary public appointment  |        |        |
| Receive statutory declaration or affidavit check personal details correct   |        |        |
|   |        |        |
| As soon as you have your 'Statutory Declarations or Affidavits'   |        |        |
| Send all documents to the Foreign and Commonwealth Office to be legalised   |        |        |
| Remember passports, witness passport copies and birth certificates do <b>NOT</b> need to be legalised   |        |        |
|   |        |        |
| As soon as you have received your legalised documents   |        |        |
| Send scans of the following to <a href="mailto:weddings@olympicholidaysgroup.com">weddings@olympicholidaysgroup.com</a>   |        |        |
| Birth certificates  |        |        |
| Legalised statutory declarations or affidavits  |        |        |
| Legalised deed poll, death certificate, decree absolute (if applicable)   |        |        |
| Passport photo pages of bride & groom   |        |        |
| Witness passport photo pages x2 (must be 18yrs or older)  |        |        |
| Ensure you can see the apostille on the scans   |        |        |
|   |        |        |
| Your Olympic Holidays wedding coordinator   |        |        |
| Olympic Holidays has confirmed documents are ok with resort registrar   |        |        |
|   |        |        |
| Before you travel   |        |        |
| Pack all original legalised documents to take to resort   |        |        |
|   |        |        |
| Before travelling home  |        |        |
| Collect apostilled marriage certificate   |        |        |
|   |        |        |

## FAQS

- How long does it take for documents to be Apostilled?

This can take up to 28 days, so it is advisable to start this process as soon as possible within the three month period prior to your wedding date.

- My Decree Absolute has a black court stamp on, is this ok?

An original decree absolute should either have a red court stamp on, or a court wet seal. If it has a black stamp, then this is considered to be a copy of the decree absolute. In this case, the document will need to be certified as an official copy by a solicitor or notary public prior to being sent to be apostilled.

Most solicitors will stamp the document with the following wording:

Certified as a true copy of the original electronic / PDF document on \_\_\_\_ (date) \_\_\_\_\_

Stamp of the solicitor

Signed by the solicitor

It can then be sent to be apostilled.

- My statutory declaration has been returned to me from the Legalisation Office without an apostille?

This can happen on occasions. Normally there will be a letter attached to the document to explain why. Normally the reason is that the solicitor does not appear on the Government list, and they need to check the validity.

On the Government website they have a list of registered solicitors and notary publics, and you can check for a solicitor in your area.

#### England and Wales

<https://solicitors.lawsociety.org.uk/>

<https://www.facultyoffice.org.uk/notaries/find-a-notary/>

#### Scotland

<https://www.lawscot.org.uk/find-a-solicitor/>

#### Northern Ireland

<https://www.lawsoc-ni.org/solicitors>

- I live in Northern Ireland, and I have an Irish and a UK passport. Which passport is best for me to use?

If you have an Irish passport issued by the Republic of Ireland, then you will not need to have any paperwork apostilled as The Republic of Ireland is still part of the EU.

However you will need to follow the Irish guidelines regarding paperwork as listed in this document on page 5. You will need to get your certificate of no impediment from the Department in Foreign Affairs in Ireland. Please ensure this is applied for in a timely fashion as they take approximately a month to be issued.

- It is 6 weeks before my wedding is it too late to arrange documents?

The Government Legislation office takes up to 4 weeks to apostille documents. There is an option to use a third-party company to apostille your documents. They can normally arrange for apostilles within 5-7 days, however there is a premium cost for this up to £70 per document.

**PLEASE NOTE THAT IF YOUR PAPERWORK IS NOT CORRECT ON ARRIVAL TO CYPRUS, IT WILL NOT BE POSSIBLE TO GET LEGALLY MARRIED.**

- If I send you my paperwork, can you check it prior to arrival?

It is essential that you send us your paperwork. We can check over it for you and our resort team can complete necessary paperwork in Cyprus for the Town Halls.

Please send to [weddings@olympicholidaysgroup.com](mailto:weddings@olympicholidaysgroup.com)

For us to check it, you must send us everything as we need to check your passport numbers, names, parents names, witness names and passport numbers.

You will need to send us a scan of the following:

Bridal couples passports  
Bridal couples birth certificates  
Apostilled copies of the statutory declarations  
Witness passport copies

Decree absolute and apostille (If applicable)  
Dead poll and apostille (If applicable)  
If widowed – death certificate and apostille (If applicable)  
If adopted – adoption certificate and apostille (If applicable)

Please do not hesitate to contact us for any paperwork questions as it is too late to correct anything once you arrive in resort.

**Weddings Department**

c/o Interaction Worldwide Ltd | 1 Torrington Park, London, N12 9TB  
Call: 020 8492 6789 | [weddings@olympicholidaysgroup.com](mailto:weddings@olympicholidaysgroup.com) | [olympicholidaysgroup.com/weddings](http://olympicholidaysgroup.com/weddings)