

# *Guide for obtaining legal documents for your wedding*

## *Greece - Rhodes*

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

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.



# 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 Greece these will also need to be legalised and translated into Greek (this can be confirmed by your wedding coordinator).

**\*\*Please do not legalise or translate your passport – it is not necessary\*\***

## Important documents required:

- Birth Certificates – FULL SIZE
  - You both must have the full size A4 birth certificates that has at least one parents name on it
  - If you don't have these, it is recommend 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.
  - The registrar (in resort) will retain all your original documents so please obtain duplicates to keep for your own records.
- Any decree absolutes, deed poll certificates, adoption certificates or in the case of being widowed the death certificate and marriage 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 and your marriage certificate.
  - You will need to get an official copy of these documents from the relevant authorities – these document 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.
- Certificate of no impediments
  - You will need to book your appointment with your local registrars office to get a document called 'a certificate of no impediment' each.
  - This document is to declare the registrar has checked all the marriage records, to confirm you are not married to anyone and you can get married. This will also have your details on it and where you are going to marry.
  - **Make sure that the name on this document is the same as your other legal documents.**
- 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.
  - Please remember that if your birth certificate and other personal documents are not in English or issued from the UK they will need to be translated and certified by your embassy.

## Step 1 After booking your wedding date

Start to gather your certificates

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 and marriage certificate).

Book your appointment with your registrar

You can also look at booking your appointment with your local registrar. As registrars tend to take 28 days to issue these documents and they are valid for only 3 months from the date they issue them – please bear this in mind when you make your appointment. For example if your wedding date is 9<sup>th</sup> of May the appointment must be mid January, this then means they will be issued middle of Feb and will be valid until the middle of May. This still then gives plenty of time to complete the rest of the process.

If you are full UK passport holders and all your supporting documents are issued in the UK, you will generally start the legal process 3-4 months before your wedding date.

If any of your supporting documents are issued in another country, they will need to be translated (if not in English) and certified by the embassy of that country. The time required to do this can vary between countries so we strongly recommend you get in contact with your embassy immediately to enquire on the timing required to complete this process.

## Step 2 3 full months before your wedding day

Collect your 'Certificate of no impediment' from your local registrar – this must be done 3 full months before your wedding day.

'Certificate of No Impediment' needs to say where you will marry. If unsure, please contact our weddings team:

If you will marry at St Pauls Jetty or Chapel please state 'St Pauls, Lindos, Rhodes'

If you will marry at Lindos Memories, Ammos Beach please state 'Lindos Town Hall, Rhodes'

For any other venue/area please state 'Rhodes, Greece'

## Step 3 As soon as you have received your 'Certificate of no impediments'

The 'Certificate of no impediments', your birth certificates and any other documents (if previously married /name change etc) must be sent straight away to the Foreign and Commonwealth Office to be legalised. This legislation process is where an official stamp or an apostille is placed on the back of your documents to certify them.

To do this you will need to go to the FCO website <https://www.gov.uk/get-document-legalised> and follow the instructions and advice. The cost is £45.00 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. Choose the option for the **paper-based service**. Once your application is complete the address will be confirmed for sending the application.

Weddings Department

c/o Interaction Worldwide Ltd | 1 Torrington Park, London, N12 9TB

Call: 020 8492 6789 | [weddings@olympicholidays.com](mailto:weddings@olympicholidays.com) | [olympicholidays.com/weddings](http://olympicholidays.com/weddings)

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

Fast Track Service - <https://www.hagueapostille.co.uk/>  
Different charges will apply

## Step 4

As soon as you have received your legalized documents

Please send scans of the following to the wedding department [weddings@olympicholidays.com](mailto:weddings@olympicholidays.com) as we will check over the documents to make sure everything is in order before you send these on to resort.

Please make sure each document is scanned separately, for example; scan of CNI is one document labelled 'Partner1 name - CNI' and then as another document 'Partner2 name - CNI Apostille' the Apostille must be sent as a separate file and clearly named.

- All documents attached - separate file for each and all labelled
- Passport photo pages
- Witness passport photo pages

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

## Step 5

Documents need to be sent to resort

Once we have given the ok that the legalized documents are in order they need to be sent to resort immediately to be translated. (You can arrange your own translations if you prefer). Please send to;

Lulu Hart, Matina Aparthotel, Pefkos, Rhodes 85107

You can send these to your wedding coordinator in resort who will arrange to have them translated by a lawyer and give them to the registrar.

This cost is approx. 50 euro per document to be translated, to be paid in resort. (Some packages do include translation check your package info or speak to our weddings team).

Your documents will be retained in resort, this is part of Greek law (so you must keep duplicates for your own use at home).

How to send documents abroad

When sending originals abroad it is recommended to send them using a tracking delivery service.  
**DO NOT USE ROYAL MAIL**

Recommended services:

DHL  
<https://send.dhlparcel.co.uk/>

Fedex – European Service  
<http://www.fedex.com/in/services/europefirst.html>

Once you have your tracking number please send it to [weddings@olympicholidays.com](mailto:weddings@olympicholidays.com) so we can ensure they have arrived and our wedding coordinator has them.

## Step 6 Pack your bags, you're getting married!

### After you get married

You will receive your marriage certification on the day of your wedding. You will be advised if you need to go to the town hall the following day to sign for the certificate.

Your certificate will be in Greek and will therefore need to be translated into English. This can be arranged in resort for you by your resort coordinator.

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

Prices shown in the below table are per document.

	Legalise / Apostille payable to the FCO	Translation payable in resort
Birth Certificate	£45	€50
Certificate of no impediment	£45	€50
Additional documents IF applicable		
Decree absolutes (divorced)	£45	€50
Deed poll certificate (name change)	£45	€50
Adoption certificate	£45	€50
Widowed - death & marriage certificate	£45	€50

Other costs to consider:

- Additional copies of certificates / documents for your own records
- Wedding license fee\*
- Postage / courier fees
- Registrar fees (payable in resort)
- Marriage certificate fee\*
- Translation of your marriage certificate (payable in resort)

\*Included in some venue packages please check your package or speak to our weddings team to confirm what you have included.

# Checklist for Legal Documents

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

Weddings Department

## Checklist for Legal Documents

Once your wedding day is confirmed

	Bride:	Groom:
<b>Birth Certificates</b>		
Is it FULL SIZE A4		
(Shows at least one parents name)		
<i>If applicable</i>		
Decree absolute		
Deed poll		
Adoption certificate		
Widowed - death certificate		
Widowed - marriage certificate		
Book your appointment with your local registrar		
Registrar: _____ Date: _____ Time: _____		

### 3 - 4 Full Months before your wedding day

Attend Registrar appointment		
Certificate of no impediment received (can take up to 28 days from appointment)		

### As soon as you have received your 'Certificate of no impediment'

Send all documents to the Foreign and Commonwealth Office to be legalised		
Remember passports do <b>NOT</b> need to be legalised		

### As soon as you have received your legalised documents

Send photocopies of the following to <a href="mailto:weddings@olympicholidays.com">weddings@olympicholidays.com</a>		
All legalised documents		
Passport photo pages of bride & groom		
Witness passport photo pages		
Olympic Holidays has confirmed documents are ok		

### Documents need to be sent to resort

Send all documents to resort		
Advise Olympic Holidays of the tracking number		
Olympic Holidays has confirmed documents have been received by resort		

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Call: 020 8492 6789 | [weddings@olympicholidays.com](mailto:weddings@olympicholidays.com) | [olympicholidays.com/weddings](http://olympicholidays.com/weddings)

## *When you arrive in Greece*

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.

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.

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

It is very important you are on track with your documents and they arrive in resort in plenty of time before your big day. This way our coordinator in resort can ensure the documents are ready and with the town hall and everything is in order.

If you have any questions please contact our weddings team.

