

Pre-Wedding Document Checklist

Minister's Marriage Licence Processing – Jamaica

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

- **Birth Certificate**
 - Must show full legal name and father's name
 - Certified copy required
- **Valid Picture Identification**
 - Passport, Driver's Licence, or National ID
 - Name must match the birth certificate
- **Occupation / Calling**
 - Must be specific and descriptive
 - Examples: Group Manager II, Auto Mechanic, Practical Nurse
- **Father's Full Name**
 - Required for statutory marriage documents

If Previously Married (If Applicable)

- **Final Divorce Decree / Decree Absolute**
 - Certified copy required
 - Overseas documents must be apostilled or notarized
- **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

In-Person Drop-Off

Marriage Officer JA / Dwayne Fuller International Limited
Kingston, Jamaica
(Exact location provided after booking)

Courier Submission

Certified documents may be couriered to the designated Kingston office
(Courier details provided upon confirmation)

Important: Email submissions are NOT accepted

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
Dwayne Fuller International Limited

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

Phone
1 (876) 396-3057

Email
weddings@dwaynefuller.com

Website
<https://DwayneFuller.com>

Questions?
For guidance or clarification, contact your officiant directly.