

# 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)
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## 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
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## 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
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## 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.

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# 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

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## Submission Deadline

- Documents must be submitted **7–10 business days** before your wedding date
  - Late submissions may affect licence approval and ceremony scheduling
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## 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
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## 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](mailto:weddings@dwaynefuller.com)

#### **▯ Website**

<https://DwayneFuller.com>

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### *Questions?*

For guidance or clarification, contact your officiant directly.