



Jersey

# **CIVIL PARTNERSHIP (FORMS, REGISTRATION AND FEES) (JERSEY) ORDER 2012**

## **Official Consolidated Version**

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Jersey

## CIVIL PARTNERSHIP (FORMS, REGISTRATION AND FEES) (JERSEY) ORDER 2012

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Jersey

## **CIVIL PARTNERSHIP (FORMS, REGISTRATION AND FEES) (JERSEY) ORDER 2012**

**THE MINISTER FOR HOME AFFAIRS**, in pursuance of Articles 3(3), 3(6), 7(3), 7(5), 9(1), 9(3), 12(1), 12(3), 14(6), 15(2), 18(1), 18(2), 21, 22(3), 25 and 72 of the [Civil Partnership \(Jersey\) Law 2012](#), orders as follows –

Commencement [[see endnotes](#)]

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### **1 Interpretation**

In this Order “Law” means the [Civil Partnership \(Jersey\) Law 2012](#).

### **2 Forms for registration of civil partnership**

- (1) Notice of civil partnership shall be in the form set out in Part 1 of Schedule 1 and contain the particulars there referred to.
- (1A) If the notice of civil partnership is not signed in the presence of the Superintendent Registrar, the Superintendent Registrar must indicate that fact on the notice but may sign the notice.<sup>1</sup>
- (2) A declaration required under Article 7(5)(b) of the Law in respect of a proposed civil partnership to which paragraph 3 or 5 of Schedule 2 to the Law applies shall be in the form set out in Part 2 of Schedule 1 and attested in the manner there specified.
- (2A) If the declaration required under Article 7(5)(b) of the Law is not signed in the presence of the Superintendent Registrar, the Superintendent Registrar must indicate that fact on the notice but may sign the notice.<sup>2</sup>
- (3) A licence shall be in the form set out in Part 3 of Schedule 1 and contain the particulars there referred to.
- (4) A certificate for the registration of a civil partnership outside Jersey issued under Article 12 of the Law shall be in the form set out in Part 4 of Schedule 1 and contain the particulars there referred to.
- (5) A medical statement required under Article 15(2) of the Law in respect of the civil partnership of an incapacitated person at the place where the person is shall be in the form set out in Part 5 of Schedule 1.

### **3 Preparation of documents for recording and making returns of civil partnerships**

The registrar of a parish, upon the presentation to the registrar of a valid licence for the formation of a civil partnership in that parish, shall –

- (a) enter the particulars of the proposed civil partners in 3 civil partnership registration documents, in identical manner, in the form set out in Part 1 of Schedule 2; and
- (b) make those documents available to the civil partnership registrar for the purposes of recording the civil partnership and making a return to the Superintendent Registrar.

### **4 Completion of civil partnership records and returns**

- (1) A civil partnership registrar shall, immediately after solemnizing a civil partnership, complete the 3 civil partnership registration documents, provided to him or her by the registrar under Article 3, in identical manner, and containing the particulars referred to in Part 1 of Schedule 2.
- (2) Each of the 3 civil partnership registration documents shall be signed by the civil partnership registrar, the parties to the civil partnership and 2 witnesses.
- (3) The civil partnership registrar shall –
  - (a) give one of the completed civil partnership registration documents to the parties to the civil partnership; and
  - (b) within the period of 72 hours following the solemnization of the civil partnership –
    - (i) in the case where the civil partnership was solemnized on approved premises, deliver 1 of the civil partnership registration documents to the proprietor or trustee of those premises, and
    - (ii) in every case, deliver 1 of the civil partnership registration documents to the registrar of the parish in which the civil partnership was solemnized.

### **5 Registration of civil partnership**

- (1) A registrar required by Article 18(2) of the Law to register the particulars of a civil partnership shall, as soon as is practicable, enter in the civil partnership register held by the registrar, in the form set out Part 2 of Schedule 2, the particulars of the civil partnership contained in the civil partnership registration document delivered to the registrar under Article 4(3)(b)(ii).
- (2) Every entry made in a civil partnership register shall be in consecutive date order from the beginning to the end of the book.

## **6 Quarterly returns of civil partnerships to Superintendent Registrar**

- (1) At the end of each quarter, each registrar shall deliver to the Superintendent Registrar 1 of the civil partnership registration documents completed in accordance with Article 4 in respect of each civil partnership formed during that quarter that has been entered in the civil partnership register kept by the registrar or, if no civil partnership has been so entered during that quarter, a certificate of that fact under the registrar's hand in such form as the Superintendent Registrar may prescribe.
- (2) The Superintendent Registrar shall –
  - (a) keep and, so often as may be necessary, have bound the documents delivered to the Superintendent Registrar under paragraph (1); and
  - (b) have indexes made thereto which shall be kept in the Superintendent Registrar's office.

## **7 Keeping of civil partnership register and other documents**

Any person who, by virtue of the person's office, is required by this Order to keep a civil partnership register or other documents shall, on ceasing to hold office, deliver up such books and documents to the person's successor.

## **8 Correction of error in register**

- (1) Upon the Minister or the Inferior Number of the Royal Court granting permission for the correction of an error other than a clerical error in any book or register kept under the Law, the Superintendent Registrar shall make the correction in the margin of both the original entry and the document kept under this Order and there enter the date the permission is granted, the date the correction is made and the Superintendent Registrar's signature.
- (2) Upon being notified of a clerical error, the Superintendent Registrar shall make the correction in the margin of both the original entry and the document kept under this Order and there enter the date the correction is made and the Superintendent Registrar's signature.

## **9 Specifications for registers**

Registers kept under Article 18 of the Law must conform to the following specifications –

- (a) they shall be of durable material;
- (b) the heads of information required to be known and registered in relation to civil partnerships shall be printed on each side of every page of the register;
- (c) every page of the register and every place of entry in it shall be numbered progressively from the beginning to the end, beginning with the number one; and
- (d) every entry shall be divided from the following entry by a printed line.

**10 Fees**

Schedule 3 shall have effect to set the fees payable under the provisions of the Law there mentioned.

**10A Expiry of temporary Covid-19 measure<sup>3</sup>**

This Article, Article 2(1A) and Article 2(2A) expire at the end of 30th September 2022.

**11 Citation**

This Order may be cited as the Civil Partnership (Forms, Registration and Fees) (Jersey) Order 2012.



**SCHEDULE 1**

(Article 2)

**FORMS FOR REGISTRATION OF CIVIL PARTNERSHIP****PART 1**

(Article 2(1))

**NOTICE OF CIVIL PARTNERSHIP****NOTICE OF CIVIL PARTNERSHIP**

TO THE SUPERINTENDENT REGISTRAR OF JERSEY  
I hereby give notice that a civil partnership is intended to be solemnized within three months of this date between me and the other party shown below.

Forenames and Surname	Civil Status	Occupation or Profession	Age	Permanent place of Residence	Period of Residence	Place of stay in the Island	Period of Stay	Approved Premises where the civil partnership must be solemnized

As witness my hand this ..... day of ..... 20.....

Signed ..... Before me .....  
 Print full name ..... Superintendent Registrar

**PART 2**

(Article 2(2))

**DECLARATION MADE UNDER ARTICLE 7(5)(b) OF THE LAW**

DECLARATION to accompany notice of CIVIL PARTNERSHIP where the relationship of the parties to the intended civil partnership falls within the bounds of paragraph 3 or 5 of Schedule 2 to the [Civil Partnership \(Jersey\) Law 2012](#)

I .....

SOLEMNLY DECLARE THAT THERE IS NO IMPEDIMENT ON THE  
GROUNDS OF THERE EXISTING A PROHIBITED DEGREE OF  
RELATIONSHIP TO MY ENTERING INTO A CIVIL PARTNERSHIP WITH

AND ALTHOUGH WE ARE RELATED IN THAT

THE RELATIONSHIP BETWEEN US HAS AT NO TIME BEEN SUCH THAT

WAS A CHILD OF THE FAMILY IN RELATION TO .....

This ..... day of  
..... 20.....

Signature

Before me

Superintendent Registrar

(Article 2(3))

## LICENCE FOR CIVIL PARTNERSHIP

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PART 4

(Article 2(4))

CERTIFICATE FOR REGISTRATION OF CIVIL PARTNERSHIP OUTSIDE JERSEY

No.

SUPERINTENDENT REGISTRAR'S CERTIFICATE OF NO IMPEDIMENT TO A CIVIL PARTNERSHIP PURSUANT TO ARTICLE 12(3) OF THE CIVIL PARTNERSHIP (JERSEY) LAW 2012.

I, the undersigned ..... Superintendent Registrar of the Island of Jersey, certify that on the ..... day of ..... 20..... a notice was duly inscribed in the Civil Partnership Notice Book to the effect that a civil partnership is proposed between the parties named and described below, the said notice having been signed by ..... one of the parties.

Forenames and Surname	Civil Status	Occupation or Profession	Age	Address	Period of Residence	Place of Civil Partnership

I further certify that the issue of this certificate has not been forbidden by any person entitled to forbid the issue thereof and that no impediment to the proposed civil partnership has been shown to me to exist.

This ..... day of ..... 20.....

Superintendent Registrar

This Certificate shall be void if the Civil Partnership is not solemnized before the ..... 20.....

No.

.....

.....

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.....

.....

Issued .....

**PART 5**

(Article 2(5))

**MEDICAL STATEMENT****Statement to be made by a Registered Medical Practitioner****Pursuant to Article 15(2) of the [Civil Partnership \(Jersey\) Law 2012](#)**

I certify that .....

who intends to enter into civil partnership with .....

.....

is in my opinion unable, by reason of illness/disability, to be moved from

for the purpose of entering into that civil partnership and by reason of that incapacity  
will not be fit enough to be moved from the above place within three months of this  
date.

This ..... day of  
..... 20....

Signed

Name and Qualifications

**SCHEDULE 2**

(Article 3(1), 4(1) and 5(1))

**REGISTRATION OF CIVIL PARTNERSHIP****PART 1**

(Article 3(1))

**CIVIL PARTNERSHIP REGISTRATION DOCUMENT**

CIVIL PARTNERSHIP REGISTRATION DOCUMENT

INDEX PAGE

CIVIL PARTNERSHIP SOLEMNIZED IN THE PARISH OF ..... IN THE ISLAND OF JERSEY

Page ..... Anno Domini .....

Entry No.	Date of Civil Partnership	Foramens and Surname of the Parties	Age	Civil Status	Occupation or Profession	Place of Residence at the time of civil partnership	Place of birth	Foramens, Surname and occupation or profession of Father	Foramens and maiden surname of Mother and occupation or profession of Mother

Civil partnership solemnized in .....

This civil partnership was solemnized between us { ..... } Witnesses { ..... }

I certify that at .....am/pm on the ..... day of ..... In the presence of { ..... } Sign and Print Name { ..... }

This ..... day of ..... 20..... I solemnized the above civil partnership. Signature ..... day of ..... 20.....

**PART 2**

(Article 5(1))

**ENTRY IN CIVIL PARTNERSHIP REGISTER**

PAGE      CIVIL PARTNERSHIP SOLEMNIZED IN THE PARISH OF ..... IN THE ISLAND OF JERSEY									
Anno Domini									
ENTRY NUMBER	DATE OF CIVIL PARTNERSHIP	FORENAMES AND SURNAME OF PARTIES	AGE	CIVIL STATUS	OCCUPATION OR PROFESSION	PLACE OF RESIDENCE AT THE TIME OF CIVIL PARTNERSHIP	PLACE OF BIRTH	FORENAMES, SURNAME AND OCCUPATION OF FATHER	FORENAMES, MAIDEN SURNAME OF MOTHER AND OCCUPATION OR PROFESSION OF MOTHER
Civil Partnership solemnized in ..... This civil partnership was solemnized between as { ..... } In the presence of { ..... } { ..... } Witnesses									

**SCHEDULE 3<sup>4</sup>**

(Article 10)

**FEES PAYABLE UNDER THE LAW**

<b>Provision of Law</b>	<b>Description</b>	<b>Amount</b>
Article 7(3)(c)	Fee on giving notice of civil partnership –	
	(a) where one or both of the persons entering into the civil partnership is ordinarily resident in Jersey	£70
	(b) where neither of the persons intending to enter into the civil partnership is ordinarily resident in Jersey	£200
Article 9(1)	Fee for issue of Superintendent Registrar's licence	£65
Article 12(1)	Fee for issue of Superintendent Registrar's certificate of civil partnership	£65
Article 14(6)	(a) Fee for the use of the Superintendent Registrar's premises for solemnization of civil partnership	£65
	(b) fee for solemnization of civil partnership by the Superintendent Registrar at his or her premises –	
	(i) between the hours of 8 a.m. and 4 p.m.	£70
	(ii) between the hours of 4 p.m. and 7 p.m.	£80
	(c) fee for solemnization of civil partnership by the Superintendent Registrar's delegate at the Superintendent Registrar's premises –	
	(i) between the hours of 8 a.m. and 4 p.m.	£80
	(ii) between the hours of 4 p.m. and 7 p.m.	£100
	(d) fee for solemnization of civil partnership by Superintendent Registrar or the Superintendent Registrar's delegate at any other approved premises –	
	(i) between the hours of 8 a.m. and 4 p.m.	£80
	(ii) between the hours of 4 p.m. and 7 p.m.	£100
Article 21(2)(a)	Fee for search of indexes maintained by the Superintendent Registrar	£30.75 per hour or part of an hour
Article 21(2)(b)	Fee for a copy of an entry in a book or register certified by a registrar or the Superintendent Registrar	£30.75



## ENDNOTES

### Table of Legislation History

Legislation	Year and No	Commencement	Project No (where applicable)
Civil Partnership (Forms, Registration and Fees) (Jersey) Order 2012	<a href="#">R&amp;O.51/2012</a>	2 April 2012	
Home Affairs (2014 Fees) (Jersey) Order 2013	<a href="#">R&amp;O.169/2013</a>	1 January 2014	
Home Affairs (2016 Fees) (Marriage and Civil Partnership) (Jersey) Order 2016	<a href="#">R&amp;O.36/2016</a>	1 April 2016	
Covid-19 (Civil Partnership and Marriage) (Jersey) Regulations 2020	<a href="#">R&amp;O.66/2020</a>	20 May 2020	<a href="#">P.60/2020</a>
Covid-19 (Amendments – Extension, Suspension and Repeal) (Jersey) Regulations 2020	<a href="#">R&amp;O.115/2020</a>	30 September 2020	<a href="#">P.103/2020</a>
Covid-19 (Amendments – Extension and Suspension) (Jersey) Regulations 2021	<a href="#">R&amp;O.52/2021</a>	29 April 2021	<a href="#">P.25/2021</a>
Covid-19 (Amendments – Further Extensions) (Jersey) Regulations 2021	<a href="#">R&amp;O.127/2021</a>	15 October 2021	<a href="#">P.84/2021</a>
Marriage and Civil Partnership (Amendments – Fees) (Jersey) Order 2021	<a href="#">R&amp;O.159/2021</a>	1 January 2022	
Covid-19 (Amendments – Extensions to September 2022) (Jersey) Regulations 2022	<a href="#">R&amp;O.35/2022</a>	1 April 2022	<a href="#">P.28/2022</a>

◦Projects available at [www.statesassembly.gov.je](http://www.statesassembly.gov.je)

### Table of Endnote References

<sup>1</sup> Article 2(1A)	<i>inserted by R&amp;O.66/2020</i>
<sup>2</sup> Article 2(2A)	<i>inserted by R&amp;O.66/2020</i>
<sup>3</sup> Article 10A	<i>inserted by R&amp;O.66/2020, amended by R&amp;O.115/2020, R&amp;O.52/2021, R&amp;O.127/2021, R&amp;O.35/2022</i>
<sup>4</sup> Schedule 3	<i>amended by R&amp;O.169/2013, R&amp;O.36/2016, R&amp;O.159/2021</i>