



# Diocese of Venice in Florida

## The Tribunal

IN ORDER TO EXPEDITIOUSLY PROCESS A MARRIAGE FILE, THE FOLLOWING CHECKLIST SHOULD BE COMPLETED AND SUBMITTED WITH THE FILE.

### ✓ PLEASE CHECK IF COMPLETED

A cover letter from the Couple's Pastor/Administrator (The letter should include the names of the parties, the date and place of the upcoming wedding, who is preparing and marrying the couple, and any request for permission, dispensation, Nihil Obstat or visum or other request of the Tribunal).

- ☐ The Couple's Pre-Nuptial Questionnaire (A FORM). The form needs to be dated and signed by both parties and the person preparing the couple for marriage.
- ☐ A recent Baptismal Certificate, for each Catholic Party with all notations —normally listed on the back page of the certificate — Note: The certificate must be issued from the church of Baptism within 6 months of the marriage. Original or outdated copies of the Baptismal Certificate will not satisfy this requirement.
- ☐ Note: If it is truly impossible to obtain a Baptismal Certificate after a diligent search, because the sacrament occurred in a foreign country, or the Church has not kept good records. The priest should prepare an affidavit for the person and a witness to swear to and sign affirming the details of the baptism and how the person has certain knowledge of the Baptism.

The Couple's FOCUS or PMI results.

The Affidavits (B FORMS) concerning the freedom to marry (two for the groom, two for the bride).

- ☐ The Certificate that demonstrates that the couple attended the Marriage retreat and/or workshops.
- ☐ If one party has been previously married, the file must include a Decree of Nullity from a Catholic Tribunal or a Death Certificate of the previous spouse.
- ☐ If the marriage is to be celebrated outside the Diocese of Venice include a letter from the couple's proper Pastor/Administrator to the Pastor of the Church where the wedding will be celebrated giving permission for the marriage and the address of the Church where the marriage is to be celebrated and the priest who has agreed to celebrate.
- ☐ Documents which are written in a foreign language must be translated into English and notarized by the Parish preparing the couple.

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