



OFFICE OF THE TRIBUNAL
225 Cordova Street
Anchorage, AK 99501-2409
(907) 297-7724

CHECKLIST FOR COUPLES PREPARING TO MARRY IN ANOTHER DIOCESE

PREPARING MINISTER: _____ OF _____ PARISH
BRIDE: _____ Previous marriages (Y/N)? _____
civil, church, common law
GROOM: _____ Previous marriages (Y/N)? _____
civil, church, common law
OFFICIANT: Rev./Deacon _____
CHURCH OF MARRIAGE: _____
ADDRESS: _____
____ WEDDING ____ CONVALIDATION - PROPOSED DATE: _____

The following documents should be in the Marriage File and sent to the Office of the Tribunal at least one/two months before scheduled wedding date (3 months for Hawaii/International)

- _____ Pre-marital questionnaire for Bride
- _____ Baptismal certificate with annotations for Bride (issued within 6 months)
- _____ Decree(s) of Nullity for Bride, if applicable
- _____ Pre-marital questionnaire for Groom
- _____ Baptismal certificate with annotations for Groom (issued within 6 months)
- _____ Decree(s) of Nullity for Groom, if applicable
- _____ Affidavit(s) for Bride
- _____ Affidavit(s) for Groom
- _____ FOCCUS, Prepare/Enrich/Mate Evaluation, Archdiocesan approved program
- _____ Copy of Engaged Encounter Certificate, if applicable
- _____ Request for Permission/Dispensation for Marriage, if applicable
- _____ Permission to Marry outside Parish of Domicile of either party
- _____ Confirmation of training in "Natural Family Planning" (strongly encouraged)
- _____ Copy of the Civil Marriage Certificate for Convalidation files (certified preferred)

Note: All documents in the marriage file must be the originals.

Dispensation from Place or Form is given in the Diocese where the marriage will take place.