



Jersey

**CIVIL PARTNERSHIP (FORMS,  
REGISTRATION AND FEES) (JERSEY)  
ORDER 2012<sup>1</sup>**

**Official Consolidated Version**

This is an official version of consolidated legislation compiled and issued under the authority of the Legislation (Jersey) Law 2021.

Showing the law from 24 March 2023 to 24 March 2023



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) <sup>2</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) <sup>3</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** <sup>4</sup>

**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

## PART 3

(Article 2(3))

## LICENCE FOR CIVIL PARTNERSHIP

No.

CIVIL PARTNERSHIP ON AUTHORITY OF LICENCE

This Civil Partnership Licence is issued under Article 9(3) of the Civil Partnership (Jersey) Law 2012

Whereas,

names of Partner

names of other Partner

and

have declared their intention to enter into a contract of civil partnership and wish that civil partnership to be immediately and publicly solemnized and whereas

has signed a solemn declaration that there is no impediment to this civil partnership; the solemnization of this civil partnership may now proceed and the registrar for the Parish of ..... is authorized to register the civil partnership in accordance with the Law provided it is solemnized between the hours of 8.00 a.m. and 7.00 p.m. in ..... by a Civil Partnership Registrar and in the presence of two witnesses within three months of .....

and within fourteen days of the date of issue of this licence.

Issued

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

Superintendent Registrar

## 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

If 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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**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

Amno Domini

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

Amno Domini

Civil partnership solemnized in.....

This civil partnership was solemnized between us.....  
Sign and Print Name

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

This..... day of.....  
Signature

In the presence of.....  
Sign and Print Name

Witnesses

20..... I solemnized the above civil partnership.  
Signature

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.....									
The civil partnership was solemnized between as { ..... }									
In the presence of { ..... } Witnesses { ..... }									

**SCHEDULE 3<sup>5</sup>**

(Article 10)

**FEES PAYABLE UNDER THE LAW**

	<b>Provision of Law</b>	<b>Description of activity for which fee payable</b>	<b>Amount</b>
1	Article 6B(1)(b)	Application for a notice of intended civil partnership	£205
2	Article 9(2) and (3)(e)	Request for issue of civil partnership schedule	£307.50
3	Article 12(2) and (3)(d)	Issue of a certificate of no impediment to civil partnership	£102.50 per applicant
4	Article 14A(3)	Change to date, time or location contained in the published notice of intended civil partnership	£51.25
5	Article 14B(3)(b)	Attendance of the Superintendent Registrar to sign forms or undertake identity checks in special circumstances	£51.25
6	Article 14B(3)(b)	Annotation of a civil partnership schedule, book or certificate arising from special circumstances	£76.88
7	Article 17A(5)	Registration of each civil partnership that a registrar registers under Article 17A(4) or the provision of returns of registers	£10.25
8	Article 21A(1)(b)	Production of a copy of an entry in a book or register certified by the Superintendent Registrar	£30.75
9	Article 21A(2) and (4)	Search of indexes maintained by the Superintendent Registrar	£30.75 per hour or part of an hour
10	Article 26AA(1)(b)	Application for conversion of a marriage to a civil partnership	£0 for the period of 2 years from the coming into force of the Civil Partnership (Amendment) (Jersey) Law 2023 and £205 thereafter
11	Article 26AC(2) and (3)(c)	Issue of a conversion schedule	£0 for the period of 2 years from the coming into force of the Civil Partnership (Amendment) (Jersey)

			Law 2023 and £307.50 thereafter
12	Article 26AD(3)(a)	Solemnization of a civil partnership by conversion	£0
13	Article 72A(1)	Supplementary fee for the use of the office of the Superintendent Registrar as a location for the solemnization of a civil partnership taking place on Monday to Friday	£20.50
14	Article 72A(1)	Supplementary fee for the use of the office of the Superintendent Registrar as a location for the solemnization of a civil partnership taking place there on Saturday, Sunday or a public holiday	£102.50
15	Article 72A(1)	Solemnization of a civil partnership by the Superintendent Registrar or the Deputy Superintendent Registrar on Monday to Friday at the office of the Superintendent Registrar	£0
16	Article 72A(1)	Solemnization of a civil partnership by the Superintendent Registrar or the Deputy Superintendent Registrar on a Saturday, Sunday or public holiday	£153.75
17	Article 72A(1)	Solemnization of a civil partnership by the Superintendent Registrar or the Deputy Superintendent Registrar at an approved location other than the office of the Superintendent Registrar	£153.75



## ENDNOTES

### Table of Legislation History

Legislation	Year and No	Commencement	°Projet 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>
Marriage and Civil Partnership (2023 Fees) (Jersey) Order 2023	<a href="#">R&amp;O.3/2023</a>	24 January 2023	
Civil Partnership (Amendment) (Jersey) Law 2023	<a href="#">L.5/2023</a>	24 March 2023	<a href="#">P.7/2022</a>

°Projets available at [statesassembly.gov.je](https://statesassembly.gov.je)

### Table of Endnote References

- <sup>1</sup> This Order was repealed by the Civil Partnership (Procedures, Special Circumstances and Approved Locations) (Jersey) Order 2023 on 24 March 2023
- <sup>2</sup> Article 2(1A) inserted by R&O.66/2020, expired on 30 September 2022
- <sup>3</sup> Article 2(2A) inserted by R&O.66/2020, expired on 30 September 2022
- <sup>4</sup> Article 10A inserted by R&O.66/2020, amended by R&O.115/2020, R&O.52/2021, R&O.127/2021, R&O.35/2022, expired on 30 September 2022

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<sup>5</sup> *Schedule 3*                      *amended by R&O.169/2013, R&O.36/2016, R&O.159/2021,  
R&O.3/2023, substituted by L.5/2023*