



Jersey

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

**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 1 January 2022 to 31 March 2022



Jersey

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

### Contents

#### Article

1	Interpretation .....	4
2	Forms for registration of civil partnership .....	4
3	Preparation of documents for recording and making returns of civil partnerships .....	5
4	Completion of civil partnership records and returns .....	5
5	Registration of civil partnership .....	5
6	Quarterly returns of civil partnerships to Superintendent Registrar .....	5
7	Keeping of civil partnership register and other documents.....	6
8	Correction of error in register .....	6
9	Specifications for registers .....	6
10	Fees.....	6
10A	Expiry of temporary Covid-19 measure.....	6
11	Citation .....	7

#### **SCHEDULE 1** **8**

FORMS FOR REGISTRATION OF CIVIL PARTNERSHIP	8
PART 1	8
NOTICE OF CIVIL PARTNERSHIP	8
PART 2	9
DECLARATION MADE UNDER ARTICLE 7(5)(B) OF THE LAW	9
PART 3	10
LICENCE FOR CIVIL PARTNERSHIP	10
PART 4	11
CERTIFICATE FOR REGISTRATION OF CIVIL PARTNERSHIP OUTSIDE JERSEY	11
PART 5	12
MEDICAL STATEMENT	12

<b>SCHEDULE 2</b>	<b>13</b>
REGISTRATION OF CIVIL PARTNERSHIP	13
PART 1	13
CIVIL PARTNERSHIP REGISTRATION DOCUMENT	13
PART 2	14
ENTRY IN CIVIL PARTNERSHIP REGISTER	14
<b>SCHEDULE 3</b>	<b>15</b>
FEES PAYABLE UNDER THE LAW	15
<b>ENDNOTES</b>	<b>16</b>
Table of Legislation History.....	16
Table of Endnote References .....	16



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](#)]

### **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 April 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

## PART 3

(Article 2(3))

## LICENCE FOR CIVIL PARTNERSHIP

No. ....

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

and .....  

}

names of other Partner

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.

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

.....

Superintendent Registrar

## PART 4

(Article 2(4))

## CERTIFICATE FOR REGISTRATION OF CIVIL PARTNERSHIP OUTSIDE JERSEY

N<sub>o</sub>. 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.

100

[illegible]

30  
 31  
 32  
 33  
 34  
 35  
 36  
 37  
 38  
 39  
 40  
 41  
 42  
 43  
 44  
 45  
 46  
 47  
 48  
 49  
 50  
 51  
 52  
 53  
 54  
 55  
 56  
 57  
 58  
 59  
 60  
 61  
 62  
 63  
 64  
 65  
 66  
 67  
 68  
 69  
 70  
 71  
 72  
 73  
 74  
 75  
 76  
 77  
 78  
 79  
 80  
 81  
 82  
 83  
 84  
 85  
 86  
 87  
 88  
 89  
 90  
 91  
 92  
 93  
 94  
 95  
 96  
 97  
 98  
 99  
 100  
 101  
 102  
 103  
 104  
 105  
 106  
 107  
 108  
 109  
 110  
 111  
 112  
 113  
 114  
 115  
 116  
 117  
 118  
 119  
 120  
 121  
 122  
 123  
 124  
 125  
 126  
 127  
 128  
 129  
 130  
 131  
 132  
 133  
 134  
 135  
 136  
 137  
 138  
 139  
 140  
 141  
 142  
 143  
 144  
 145  
 146  
 147  
 148  
 149  
 150  
 151  
 152  
 153  
 154  
 155  
 156  
 157  
 158  
 159  
 160  
 161  
 162  
 163  
 164  
 165  
 166  
 167  
 168  
 169  
 170  
 171  
 172  
 173  
 174  
 175  
 176  
 177  
 178  
 179  
 180  
 181  
 182  
 183  
 184  
 185  
 186  
 187  
 188  
 189  
 190  
 191  
 192  
 193  
 194  
 195  
 196  
 197  
 198  
 199  
 200  
 201  
 202  
 203  
 204  
 205  
 206  
 207  
 208  
 209  
 210  
 211  
 212  
 213  
 214  
 215  
 216  
 217  
 218  
 219  
 220  
 221  
 222  
 223  
 224  
 225  
 226  
 227  
 228  
 229  
 230  
 231  
 232  
 233  
 234  
 235  
 236  
 237  
 238  
 239  
 240  
 241  
 242  
 243  
 244  
 245  
 246  
 247  
 248  
 249  
 250  
 251  
 252  
 253  
 254  
 255  
 256  
 257  
 258  
 259  
 260  
 261  
 262  
 263  
 264  
 265  
 266  
 267  
 268  
 269  
 270  
 271  
 272  
 273  
 274  
 275  
 276  
 277  
 278  
 279  
 280  
 281  
 282  
 283  
 284  
 285  
 286  
 287  
 288  
 289  
 290  
 291  
 292  
 293  
 294  
 295  
 296  
 297  
 298  
 299  
 300  
 301  
 302  
 303  
 304  
 305  
 306  
 307  
 308  
 309  
 310  
 311  
 312  
 313  
 314  
 315  
 316  
 317  
 318  
 319  
 320  
 321  
 322  
 323  
 324  
 325  
 326  
 327  
 328  
 329  
 330  
 331  
 332  
 333  
 334  
 335  
 336  
 337  
 338  
 339  
 340  
 341  
 342  
 343  
 344  
 345  
 346  
 347  
 348  
 349  
 350  
 351  
 352  
 353  
 354  
 355  
 356  
 357  
 358  
 359  
 360  
 361  
 362  
 363  
 364  
 365  
 366  
 367  
 368  
 369  
 370  
 371  
 372  
 373  
 374  
 375  
 376  
 377  
 378  
 379  
 380  
 381  
 382  
 383  
 384  
 385  
 386  
 387  
 388  
 389  
 390  
 391  
 392  
 393  
 394  
 395  
 396  
 397  
 398  
 399  
 400  
 401  
 402  
 403  
 404  
 405  
 406  
 407  
 408  
 409  
 410  
 411  
 412  
 413  
 414  
 415  
 416  
 417  
 418  
 419  
 420  
 421  
 422  
 423  
 424  
 425  
 426  
 427  
 428  
 429  
 430  
 431  
 432  
 433  
 434  
 435  
 436  
 437  
 438  
 439  
 440  
 441  
 442  
 443  
 444  
 445  
 446  
 447  
 448  
 449  
 450  
 451  
 452  
 453  
 454  
 455  
 456  
 457  
 458  
 459  
 460  
 461  
 462  
 463  
 464  
 465  
 466  
 467  
 468  
 469  
 470  
 471  
 472  
 473  
 474  
 475  
 476  
 477  
 478  
 479  
 480  
 481  
 482  
 483  
 484  
 485  
 486  
 487  
 488  
 489  
 490  
 491  
 492  
 493  
 494  
 495  
 496  
 497  
 498  
 499  
 500  
 501  
 502  
 503  
 504  
 505  
 506  
 507  
 508  
 509  
 510  
 511  
 512  
 513  
 514  
 515  
 516  
 517  
 518  
 519  
 520  
 521  
 522  
 523  
 524  
 525  
 526  
 527  
 528  
 529  
 530  
 531  
 532  
 533  
 534  
 535  
 536  
 537  
 538  
 539  
 540  
 541  
 542  
 543  
 544  
 545  
 546  
 547  
 548  
 549  
 5

100

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

INDEX PAGE

CIVIL PARTNERSHIP REGISTRATION DOCUMENT

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

Anno Domini		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  
I certify that at .....am/pm on the ..... day of .....  
This ..... day of ..... 20.....  
In the presence of .....  
Signatures .....  
Witnesses .....  
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.....									
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	°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	

°Projets 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</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>                              |