

Markazi Jamia Mosque Riza and Islamic Centre

Registered Charity Number: 1149039, Registered Marriage Number: 42238

Marriage Registration procedure Islamic Nikah & Marriage Solemnisation (Civil) Ceremony

Step 1 – Discussion with the Masjid

Please contact the Masjid to discuss your proposed marriage and arrange a suitable date. All bookings are subject to the availability of the Imam, the Authorised Person and the Masjid.

Please complete the Marriage Application Form and bring it with you to your initial meeting. All applicable ceremony fees must be paid in full when the completed application form is submitted.

Both parties will need to provide valid identification. This should include:

- One form of photographic identification confirming your name, age and nationality; and
- One document confirming your current address, such as a utility bill or bank statement dated within the last three months.

A proposed date is not confirmed until the Masjid has checked the required information, received payment and confirmed availability.

Step 2 – Giving Notice of Marriage

Both parties wishing to marry must contact their local Register Office and arrange an appointment to give notice of their marriage. Notice must normally be given at least 28 days before the proposed civil marriage ceremony.

When giving notice, the full name and address of the Masjid must be provided exactly as follows:

**Markazi Jamia Mosque Riza and Islamic Centre
129 Old Halifax Road, Birkby, Huddersfield, HD2 2RP**

Couples can normally give notice up to 12 months before their marriage. At the appointment, you will need to provide the documents required by the Register Office to confirm your identity, age, nationality and address. Please check with your local Register Office beforehand to confirm exactly which documents are required.

The civil ceremony at the Masjid will take place in the presence of an Authorised Person. The Authorised Person is the person appointed to complete the legal marriage formalities at the Masjid, including witnessing and completing the Marriage Schedule and returning it to the Register Office for registration.

Once your appointment to give notice has been arranged, please notify Dr Ilyas Qamar at ilyas@masjidriza.com.

Step 3 – Collecting the Marriage Schedule

Following the required notice period, the Register Office will issue the Marriage Schedule for your ceremony. Only one Marriage Schedule is issued for each couple. The original Marriage Schedule must be provided to the Masjid no later than seven days before the ceremony date.

The civil marriage ceremony cannot take place without the Marriage Schedule.

Please do not assume that your civil ceremony is fully confirmed until the Masjid has received the required documentation and confirmed the arrangements.

129 Old Halifax Road, Birkby, Huddersfield, HD2 2RP

T: 01484 540449

M: 07818152481

E: info@masjidriza.com

W: www.masjidriza.com

Step 4 – Pre-Wedding Check

Before the civil ceremony, both parties will need to meet with the Authorised Person to check the information contained on the Marriage Schedule and confirm that everything is correct. This may take place on the day before the marriage or on the day of the ceremony.

Both parties should make sure that the details provided are accurate and raise any concerns or errors before the ceremony begins.

Step 5 – Civil Ceremony

The Islamic Nikah and civil marriage ceremony may take place on the same day or on separate days. Where both ceremonies take place on the same day, the civil marriage ceremony will normally take place before the Nikah.

Please note that the civil ceremony can only take place at the Masjid.

At least two witnesses must be present for the civil marriage ceremony. The civil ceremony consists of two stages.

Stage 1 - Declaration and Contracting Words

The couple will make the declarations and contracting statements required by law. These must be heard by the two witnesses and the Authorised Person. The required wording is also shown on the Marriage Schedule.

Declaration

I do solemnly declare that I know not of any lawful impediment why I, (name) may not be joined in matrimony to (name).

or

I declare that I know of no legal reason why I, (name) may not be joined in marriage to (name).

or

*by replying “**I am**” to the question “Are you, (name) free lawfully to marry (name)?”*

Contracting words

I call upon these persons here present to witness that I, (name) do take thee (name) to be my lawful wedded wife/husband.

or

I (name) take you/thee (name) to be my wedded wife/husband.

Stage 2 - Signing the Marriage Schedule

Following the declarations, the Marriage Schedule will be signed by both parties and the two witnesses in the presence of the Authorised Person.

Step 6 – Registration of Marriage

Following the ceremony, the completed Marriage Schedule will be returned to the Register Office by the Authorised Person so that the marriage can be formally registered.

Once the marriage has been registered, the couple can obtain an official marriage certificate from the Register Office. A separate fee may be payable to the Register Office for marriage certificates.

Fees, Bookings, Changes & Cancellations

Islamic Nikah registration fee: £150

Civil Marriage registration fee: £150

Combined Islamic Nikah & Civil Marriage registration fee: £300

These are registration fees payable to the Masjid. The £150 Nikah registration fee and the £150 civil marriage registration fee are Masjid fees and do not constitute payment to the Imam.

Imam Khidmat: £50 where the Nikah is conducted at the Masjid, or £100 where the Nikah is conducted outside the Masjid. The outside-Masjid Khidmat includes the Imam's reasonable travel costs.

All fees must be paid in full when the completed Marriage Application Form is submitted to the Masjid. Fees are non-refundable except where the Masjid is unable to proceed with the ceremony and cannot offer a suitable alternative date.

The ceremony fee covers the ceremony or ceremonies booked with the Masjid. Any fees charged separately by the local authority or Register Office are not included.

Changes to a Booking

Couples may request a change to the date or time of their ceremony provided that at least 48 hours' notice is given and the Masjid, Imam and Authorised Person are available at the requested new date and time.

There will be no additional charge for an agreed change where these conditions are met. All changes must be agreed and confirmed by the Masjid. A requested change should not be considered confirmed until confirmation has been received from the Masjid.

Late Arrivals

Couples are responsible for ensuring that they, their witnesses and their wedding party arrive in sufficient time for the ceremony to begin at the agreed time.

The Imam and/or Authorised Person will allow a grace period of up to 30 minutes after the scheduled ceremony time. Once this 30-minute grace period has passed, a late charge of £50 will apply. A further £50 will be charged for each additional 30-minute period, or part thereof. For example, a delay of 31–60 minutes will incur a £50 charge, a delay of 61–90 minutes will incur a £100 charge, and a delay of 91–120 minutes will incur a £150 charge.

The Imam and/or Authorised Person may have other commitments and cannot be expected to remain available indefinitely. If the delay means that the ceremony can no longer reasonably take place, the Imam and/or Authorised Person may cancel the ceremony.

Where a ceremony is cancelled because of late arrival, all fees already paid are non-refundable. If the couple wishes to rebook, this will be treated as a new booking and the full applicable ceremony fee must be paid again.

Failure to attend the ceremony without prior agreement from the Masjid will be treated as a cancellation by the couple. All fees will be non-refundable and any future ceremony will require a new booking and payment of the applicable fee.

Cancellation or Changes by the Masjid

On occasion, the Masjid may need to cancel, postpone or change the time of a ceremony because of unforeseen circumstances or the changing day-to-day needs of the Masjid.

Where the Masjid cancels or reschedules a ceremony for reasons that are not the fault of the couple, no additional ceremony fee will be charged. The Masjid will make reasonable efforts to agree a

suitable alternative date and time with the couple. If the Masjid is unable to offer a suitable alternative date, any ceremony fee already paid will be refunded in full.

Important Information

The couple are responsible for ensuring that all legal requirements for their marriage have been completed and that all required documents are provided to the Masjid within the required timescales.

A civil marriage cannot take place at the Masjid unless the legal requirements have been met and the appropriate Marriage Schedule has been issued.

An Islamic Nikah conducted without a civil marriage ceremony does not by itself constitute a civil marriage under the law of England and Wales.

The Masjid reserves the right to refuse, postpone or cancel a ceremony where the legal or religious requirements for the marriage have not been met.

Age and Consent

Both parties must be aged 18 or over and must be entering into the marriage freely and without coercion.

Information and Documentation

The Masjid may request further identification or supporting documentation where necessary. The Masjid reserves the right to refuse or postpone a ceremony where information cannot be verified or where incorrect or misleading information has been provided.

Nikah Ceremonies Outside the Masjid

A Nikah taking place away from the Masjid must be agreed with the Masjid Admin in advance. The Admin will arrange a suitable Imam to conduct the Nikah, subject to availability. Couples should not make arrangements directly with an Imam on behalf of the Masjid.

Food and Decorations

Food is not permitted as part of the ceremony, with the exception of sweets. Decorations are permitted but must not cause damage to the Masjid, including its walls, floors, fixtures or fittings. Decorations must be removed after the ceremony and the area left clean and tidy. The person making the booking will be responsible for any damage caused by their wedding party, guests or decorations.

Conduct Within the Masjid

The Masjid is first and foremost a place of worship. All those attending a marriage ceremony are expected to respect the Islamic character of the Masjid and behave appropriately. Daily prayers, religious activities and the normal needs of the Masjid will take priority.

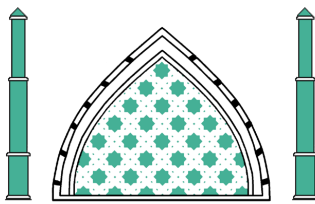
Nikah Documentation

The Masjid will complete its usual Nikah documentation and retain a record of the Nikah in accordance with its normal procedures.

Please Note - Ceremony Location Within the Masjid

The Masjid is a place of worship and a working community facility, and its day-to-day needs can change at short notice. Although we will make every effort to use the downstairs hall where planned, wedding ceremonies may need to be moved to one of the Masjid's side rooms if the hall is required for prayers, religious activities, community needs or other circumstances. A change of room within the Masjid does not constitute a cancellation or change to the ceremony booking.

A marriage is a bond of love and faith where commitment and future must be considered wisely.



Markazi Jamia Mosque Riza and Islamic Centre

Registered Charity Number: 1149039, Registered Marriage Number: 42238

Marriage Application Form

Please complete this form and bring it with you to the first meeting.

	Groom	Bride
First Name(s)		
Surname		
Address		
Town/City		
Post Code		
Telephone Number		
Date of Birth		
Nationality		
Occupation		
Immigration/ Residency Status		
Father's Name		

Proposed ceremony date		Time	
Ceremony required	☐ Nikah only ☐ Civil only ☐ Combined Nikah & Civil		

Bride and Groom Declaration

We confirm that the information provided on this form is correct and that we have read and understood the Masjid's Marriage Registration Procedure. We understand and agree to the ceremony fees, payment requirements, non-refundable fees, Marriage Schedule deadline, late-arrival charges, cancellation and rebooking arrangements, and the possibility that the ceremony may be moved to another suitable room within the Masjid.

We understand that any requested change to the ceremony date or time requires at least 48 hours' notice and is subject to availability.

We confirm that we are both aged 18 or over and are entering into this marriage freely and without coercion.

	Name	Signature	Date
Groom			
Bride			

For Office Use Only

Imam available	Yes ☐ No ☐	Authorised Person available	Yes ☐ No ☐
Photo ID checked	Yes ☐ No ☐	Address ID checked	Yes ☐ No ☐
Marriage Schedule received	Yes ☐ No ☐	Received at least 7 days before	Yes ☐ No ☐
Registration fee due	£	Registration fee paid	£
Balance outstanding	£	Receipt number	
Booking confirmed	Yes ☐ No ☐	Confirmed date/time	
Member of staff completing the form		Date	
Notes			