

Please complete and return to:  
**Vital Certificates Ltd**  
 Batley Business Park  
 Technology Drive  
 Batley, WF17 6ER, United Kingdom  
 Fax: +44 (0)845 838 8433



## Marriage Certificate Order Form

Details of the certificate required:	
Groom's name:	
Bride's name before marriage:	
Date of marriage (see note 1):	
Place of marriage:	

### Service Options

Please choose the certificate authority:

England/Wales	Scotland	Northern Ireland	British Overseas	Channel Islands
<b>Standard Service</b> (8-10 days) £19.95 + vat	<b>Standard Service</b> (12 days) £20.95 + vat	<b>Standard Service</b> (12 days) £20.95 + vat	<b>Standard Service</b> (8-10 days) £19.95 + vat	<b>Standard Service</b> (8-10 days) £20.95 + vat
No. of copies: <input style="width: 50px;" type="text"/>	No. of copies: <input style="width: 50px;" type="text"/>	No. of copies: <input style="width: 50px;" type="text"/>	No. of copies: <input style="width: 50px;" type="text"/>	No. of copies: <input style="width: 50px;" type="text"/>
<b>Priority Service</b> (3-4 days) £39.95 + vat	<b>Priority Service</b> (3-4 days) £45.95 + vat	<b>Priority Service</b> (3-4 days) £50.95 + vat	<b>Priority Service</b> (3-4 days) £39.95 + vat	<b>Priority Service</b>  Unavailable
No. of copies: <input style="width: 50px;" type="text"/>	No. of copies: <input style="width: 50px;" type="text"/>	No. of copies: <input style="width: 50px;" type="text"/>	No. of copies: <input style="width: 50px;" type="text"/>	

Optional Services	Delivery Options					
Scan Copy <input type="checkbox"/> (£2.50+vat) Apostille <input type="checkbox"/> (See Price List)	UK Deliveries			Overseas Deliveries		
	1st Class (Free) <input type="checkbox"/>	Recorded (£3.00+vat) <input type="checkbox"/>	Sp. Delivery (£6.50+vat) <input type="checkbox"/>	Airmail (Free) <input type="checkbox"/>	Tracked (£10.00+vat) <input type="checkbox"/>	Courier (See Price List) <input type="checkbox"/>

Delivery Information	Payment Choice
Name:	Credit Card <input type="checkbox"/> (Complete Below)
Address:	
Postcode/Zip Code:	Cheque <input type="checkbox"/> (Payable to Vital Certificates Ltd)
Country:	
Contact Telephone Number:	
E-mail Address:	

### Card Payment Information (Visa/Mastercard/Solo/Maestro/American Express accepted)

Card Number:															
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Start Date (if stated)				Issue Number (if stated)				Expiry Date				CVC Security Code			
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name on Card:															
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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## Marriage Certificate Order Form

### Notes and explanations:

Note (1): If the exact date of marriage is not known, please state the year. We will search 2 years either side of this year.

### What is...?

**Scan Copy:** We will take a scan of the certificate and email it to you before posting. This can be helpful where a photocopy is sufficient for your purposes, especially for overseas applications.

**Apostille:** We will arrange for the Foreign & Commonwealth to legalise the document for overseas use. An Apostille stamp will be added to the reverse of the certificate, with the addition of a raised seal.

**CVC Security Code:** This is either the last 3 digits printed on the signature strip on the reverse of your card, or for American Express cards, the 4 digits printed on the right above the card number on the front of your card.

### Payment Calculator

You may find the grid below useful to calculate the total payment due for your purchase.

	Price	Quantity	Line Total
Certificate Fee:			A
Options (Scan or Apostille):			B
Delivery (For courier fees please check the enclosed price list):			C
Subtotal (Add together boxes A + B + C):			D
VAT (see below)* (Multiply Box D by 0.15 or 15%):			E
Total (Add together boxes D + E):			

\*VAT (at 15%) is only chargeable where the certificate is being shipped within the EEC. You MUST add this if delivery is to the following countries:

<b>United Kingdom</b>	Denmark	Hungary	Malta	Slovenia
Austria	Estonia	Ireland	Netherlands	Spain
Belgium	Finland	Italy	Poland	Sweden
Blugaria	France	Latvia	Portugal	
Cyprus (Southern Only)	Germany	Lithuania	Romania	
Czech Republic	Greece	Luxembourg	Slovakia	