

Complete and return to:  
**Vital Certificates Ltd**  
 Suite 35, Batley Business Park  
 Technology Drive, Batley  
 West Yorkshire, WF17 6ER  
 0330 088 1142



**Marriage Certificate  
 Order Form**

Details of the certificate required:	
Full name at marriage of party 1:	
Full name at marriage of party 2:	
Date of marriage (see note 1):	
Place of marriage:	

**Service Options**

Please choose the certificate authority:

England/Wales	Scotland	Northern Ireland	British Overseas
<b>Standard Service</b> (8-10 days) £34.95 + VAT (£41.94)	<b>Standard Service</b> (12 days) £34.95 + VAT (£41.94)	<b>Standard Service</b> (12 days) £34.95 + VAT (£41.94)	<b>Standard Service</b> (8-10 days) £34.95 + VAT (£41.94)
No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>
<b>Priority Service</b> (3-4 days) £64.95 + VAT (£77.94)	<b>Priority Service</b> (3-4 days) £64.95 + VAT (£77.94)	<b>Priority Service</b> (3-4 days) £64.95 + VAT (£77.94)	<b>Priority Service</b> (3-4 days) £64.95 + VAT (£77.94)
No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>	No. of copies: <input type="text"/>

Optional Services	Delivery Options					
	UK Deliveries			Overseas Deliveries		
Scan Copy (£7.50+vat) <input type="checkbox"/>	1st Class (£2.00+VAT) <input type="checkbox"/>	Recorded (£5.00+vat) <input type="checkbox"/>	Sp. Delivery (£ 12.00+vat) <input type="checkbox"/>	Airmail (£ 5.00) <input type="checkbox"/>	Tracked £15.00 <input type="checkbox"/>	Courier (£60) <input type="checkbox"/>
Apostille (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:

Start Date (if stated)  /  Issue Number (if stated)  Expiry Date  /  CVC Security Code

Name on Card:

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 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. If the marriage took place after 2006 in a church, we can not replace this certificate and you must contact the church directly.

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 & Development Office 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 20.00%):			E
Total (Add together boxes D + E):			

\*VAT (at £20%) 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    |          |