

## MARRIAGE DOCUMENT DOGFEN PRIODAS

Marriage document issued by ..... (name) .....(designation) Dogfen priodas a gyflwynwyd gan..... (enw) .....(teitl)  in the parish of ..... in the ..... ym mhlwyf ..... yn .....
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1. Date and place of marriage Dyddiad a man y briodas		
2. Name and Surname Enw a chyfenw		
3. Date of birth Dyddiad geni		
4. Condition Cyflwr		
5. Occupation Gwaith		
6. Residence at time of marriage Preswylfa adeg priodi		
7. Mother/Father/Parent name surname and occupation Enw cyfenw a gwaith y Fam/Tad/ Rhiant		
8. Marriage solemnized according to the rites and ceremonies of the ..... Priodas a weinyddwyd yn unol â defodau a seremonïau ..... by / after * ..... by me. * <i>delete as appropriate</i> trwy / ar ôl* ..... gennyf fi. * <i>dileer fel bo'n briodol</i>		
9. Signature of parties married Llofnod y rhai a briodwyd		
10. Name and signature of witnesses Enw a llofnod y tystion	..... .....	
11. Signature of the member of the clergy by whom the marriage was solemnized Llofnod aelod o'r glerigaeth a weinyddodd y briodas	.....(signature/llofnod) .....(name/enw).....(designation/teitl)	

## Guidance for completing the marriage document

This marriage document should be prepared following the completion of ecclesiastical preliminaries, i.e. banns, common licence, special licence, and be kept securely until the ceremony.

- The details in the heading and spaces can be typed or handwritten.
- It does not matter which party is recorded first / in the left-hand column.
- Surnames should be in capital letters.
- If no information is given, a line should be drawn in the space.
- If handwritten, you should complete using black registration ink and in distinct and clear handwriting.

**Ref no.** – Number each marriage document sequentially e.g. 01, 02, 03 etc.

### Space 7 – Name, surname and occupation of mother, father or parent

Each party can have up to four parents recorded. Where a step parent is included this should be qualified by writing (step-parent) after the name. Where a parent is deceased the words (deceased) should be entered after the name. If any parent is retired, details of their last occupation should be qualified by writing (retired) afterwards, this should be included even if the parent is deceased.

### Spaces 9 to 11 Signing the entry

You must check the marriage document with the parties to ensure that all the details are correct. If they cannot read, it should be read to them. If a discrepancy is found at this stage, it can be amended and initialled by the relevant party.

The couple must sign in the spaces provided in space 9 in their usual manner. The witnesses must then sign and add their name in space 10.

You must add your name, signature and designation; e.g. ‘Rector’, ‘Vicar’, etc to space 11.

### Return of the marriage document

Once the marriage document has been signed, you must arrange for the marriage document to be returned to the local register office within 21 days for the marriage to be registered. You can return the document by post, or with the agreement of the couple, ask them or a family member to return it to the local register office. Once registered the couple or their representatives will be able to obtain a marriage certificate from the register office.

## Canllawiau ar gyfer cwblhau'r ddogfen briodas

Dylai'r ddogfen briodas hon gael ei pharatoi ar ôl cwblhau rhagofynion eglwysig, h.y. gostegion, trwydded gyffredin, trwydded arbennig, a'i chadw'n ddiogel tan y seremoni.

- Gellir teipio neu ysgrifennu â llaw y manylion yn y pennawd a'r bylchauau.
- Nid oes ots pa barti sy'n cael ei gofnodi gyntaf / yn y golofn chwith.
- Dylai cyfenwau fod mewn priflythrennau.
- Os na roddir unrhyw wybodaeth, dylid tynnu llinell yn y bwlch.
- Os yw wedi'i hysgrifennu â llaw, dylech gwblhau gan ddefnyddio inc cofrestru du ac mewn llawysgrifen amlwg a chllir.

**Cyf.** - Rhifwch bob dogfen briodas yn olynol e.e. 01, 02, 03 ac ati.

### Bwlch 7 - Enw, cyfenw a galwedigaeth mam, tad neu riant

Gall pob parti gael hyd at bedwar riant wedi'u cofnodi. Pan gynhwysir llys-riant dylid cymhwyso hyn trwy ysgrifennu (llys-riant) ar ôl yr enw. Pan yw riant wedi marw dylid nodi'r geiriau (ymadawedig) ar ôl yr enw. Os yw unrhyw riant wedi ymddeol, dylid cymhwyso manylion eu galwedigaeth ddiwethaf trwy ysgrifennu (wedi ymddeol) wedi hynny, dylid cynnwys hyn hyd yn oed os yw'r riant wedi marw.

### Bylchau 9 i 11 Llofnodi'r cofnod

Rhaid i chi wirio'r ddogfen briodas gyda'r partion er mwyn sicrhau bod yr holl fanylion yn gywir. Os na allant ddarllen, dylid ei darllen iddynt. Os canfyddir anghysondeb ar y cam hwn, gall y parti perthnasol ei newid a rhoi llythrennau cyntaf ei enw.

Rhaid i'r pâr lofnodi'r bylchau a ddarperir yng ngofod 9 yn eu dull arferol. Yna mae'n rhaid i'r tystion lofnodi ac ychwanegu eu henw yn gofod 10.

Rhaid i chi ychwanegu eich enw, eich llofnod a'ch dynodiad; e.e. ‘Rheithor’, ‘Ficer’, ac ati i ofod 11.

### Dychwelyd y ddogfen briodas

Ar ôl lofnodi'r ddogfen briodas, rhaid i chi drefnu i'r ddogfen briodas gael ei dychwelyd i'r swyddfa gofrestru leol o fewn 21 diwrnod i'r briodas gael ei chofrestru. Gallwch dychwelyd y ddogfen trwy'r post, neu â chytundeb y pâr, gofynnwch iddyn nhw neu aelod o'r teulu ei dychwelyd i'r swyddfa gofrestru leol. Ar ôl cofrestru bydd y pâr neu eu cynrychiolwyr yn gallu cael tystysgrif briodas o'r swyddfa gofrestru.