



Registrar Fees, Times & Booking Procedures

Registrar Fees

Date of Ceremony	Monday - Thursday	Friday	Saturday	Sunday/ Bank Holiday
1 April 2018 to 31 March 2019	£458	£508	£558	£608
1 April 2019 to 31 March 2020	£463	£513	£563	£613
1 April 2020 to 31 March 2021	£483	£533	£583	£633

Civil Ceremonies are exempt from VAT and include 2 certificates

Once a suitable time has been confirmed with The Register Office, you will be required to pay the costs of the ceremony in full by debit/credit card. In addition to the above charges, a fee for entry of each Notice of Marriage or Civil Partnership is payable. If you change your time, date or place of ceremony it will be subject to an administration fee.

Please note, the above fees are subject to change. Please contact Surrey County Council to confirm current fees – details below

Booking

The Registrars can be booked up to two years before the date of the wedding and we recommend that you do this to make sure you get your desired time allocation. Please be advised that on the more popular dates, it is common for couples to queue outside the Register Office prior to opening time in order to get their preferred time.

The Bride & Groom can have a representative book on their behalf, but the representative MUST know the Bride & Groom well and have their full names, address and all contact numbers. Alternatively, you can book by phone but couples booking in person are given first preference.

When you have booked your ceremony, you will be issued with a provisional booking form. This will contain details about the legal preliminaries that you will need to complete (notice of marriage or civil partnership), which the Registry Office will explain to you at the time of booking. A marriage pack will also be provided for you, which includes terms and conditions, cancellation policy, and how to pay the balance of your fees. It also contains a framework for the ceremony, vow choices and a checklist for you to complete in order for the Registrar to complete your celebration and explains more about what will happen on the day.

The Registrars can perform ceremonies throughout the year, excluding Easter Sunday, Xmas Day or Boxing Day

Ceremony Times

Monday – Sunday & Bank Holidays; 12pm, 1pm, 2pm, 3pm, 4pm & 5pm

Ceremonies taking place after before or after these times are at the discretion of The Register Office and may incur additional costs

A ceremony lasts approximately 25 minutes and no longer than 30 minutes.

Please notes a Civil Ceremony or Marriage **CANNOT** run late!

Address & Contact details

Phone: 0300 200 1002

Fax: 01483 573232

Email: registration.guildford@surreycc.gov.uk

Website: www.surreycc.gov.uk/registrationservice

Address: Arlington House, Portsmouth Road, Guildford, Surrey, GU2 4DZ

Opening Hours: Monday, Tuesday, Thursday & Friday 9.00am-4.30pm
Wednesday 9.30am - 4.30pm

Correct as of 04/18 LG