



1700 George Dieter, El Paso, Texas 79936 ♦(915) 855-1661 ♦
Email: receptionist@ststephendeaconandmartyr.org

Application for Marriage (Preparation Out of Town)

Date of Wedding: _____ Language: English _____ Spanish _____

Church Information:

Place of Marriage Preparation (Church and full address): _____

Telephone: _____ Fax: _____

Email: _____ Contact: _____

Groom's Information:

Full Name: _____

Address: _____ Zip Code: _____

Contact Numbers: Home _____ Work _____ Cell _____

Email: _____ Date of Birth: _____

Religion (circle one): Catholic Protestant Non-Christian Other: _____

Bride's Information:

Full Name: _____

Address: _____ Zip Code: _____

Contact Numbers: Home _____ Work _____ Cell _____

Email: _____ Date of Birth: _____

Religion (circle one): Catholic Protestant Non-Christian Other: _____

Are you currently married to each other? (Circle one): Yes No

If Yes – Please (circle one): Civil Common Law

Do either of you have any Previous Marriages? (Circle one): Yes No

Please Note:

1. We require a minimum of six (6) months to nine (9) months preparation period.
2. No date is official until all required paperwork is received.
 - a. Sacraments of both bride and groom (dated 6 months from date of application).
 - b. Letter from your Church confirming they are responsible for marriage preparation.
3. The stipend (donation) is \$375.00. A minimum \$75.00 deposit is required. It may be refunded if you cancel your wedding, at least 30 days prior to the scheduled date.
4. At this time, we can only confirm date and time of wedding. We cannot confirm the quantity of guests allowed during the Mass.

Authorized amount to be charged: \$ _____ Credit Card: VISA _____ MASTERCARD _____

Card Number: _____ Expiration Date: _____

CCV Number: _____ Billing Zip Code: _____

Signature: _____ Date: _____

Office Use Only

Date	Amount Paid	Balance	Mode of Payment	Receipt #

INCOMPLETE PACKETS WILL NOT BE ACCEPTED. IF A PACKET IS RECEIVED INCOMPLETE, IT WILL BE RETURNED. REGISTRATION WILL NOT PROCESSED AND MARRIAGE DATE WILL NOT BE CONFIRMED.

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Items needed for Registration – please scan – NO photo copies allowed

1. **Completed Application.**
2. **Sacraments required for both BRIDE & GROOM:**
 - a. **Baptism – Must be a NEW ORIGINAL COPY** (This is permanently kept in our records). Baptism certificate can be obtained from the church where you were baptized (CANNOT BE OLDER THAT 6 MONTHS FROM DATE OF APPLICATION)
 - b. **First Communion -** When you receive your new baptism certificate, confirm this sacrament (if completed) is noted on the back. If it is not noted, please include a COPY of this sacrament in your packet.
 - c. **Confirmation -** When you receive your new baptism certificate, confirm this sacrament (if completed) is noted on the back. If it is not noted, please include a COPY of this sacrament in your application packet.
3. **MARRIAGE LICENSE:**
 - a. **Required. Paperwork should be given to church that is preparing you for marriage.**
4. **PREVIOUSLY MARRIED**
 - a. **Required. Paperwork should be given to church that is preparing you for marriage.**
5. **ANNULMENT DOCUMENTATION:**
 - a. **Required. Paperwork should be given to church that is preparing you for marriage.**
6. **PREVIOUS MARRIAGE ENDED DUE TO SPOUSAL DEATH:**
 - a. **Required. Paperwork should be given to church that is preparing you for marriage.**