



## Legal Documentation Guide

### IMPORTANT

This information is for British passport holders only. For non-British passports or those with documents issued outside the UK (Including the Channel Islands, the Isle of Man and Southern Irish passport holders) please contact your authorities, Consulate or Embassy for documentation requirements.

#### Important Notes:

- The preparation of documentation and all associated costs do not form part of this wedding package, neither do they form any part of the contract with Cassandra Bay Resort & SPA or Cassandra Bay Suites & SPA
- Getting married in Greece is not difficult; however we strongly advise that you make it your priority to fully understand the legal requirements.
- Although much care and effort has been taken to ensure the information provided in this document is correct, please do not take it as legal advice. We recommend the use of a translation company (see “Legal Documentation Guide”) which can advise you fully.
- It is essential that you send us photocopies of all English and translated documents at least 3 weeks before your departure from the UK and carry all original documents with you to Skiathos.

#### Useful tips:

- You must ensure that all documents are correct and consistent in the spelling of names and the use of middle names and initials.
- In Greece the Registrar will retain your original Birth Certificates, Decree Absolutus, previous Marriage Certificates and Death Certificates etc. It is therefore advisable to obtain duplicate copies prior to your travel.

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### Documents required:

#### PART ONE

In all cases, for both Bride and Groom, the following documents must be taken to Skiathos:

- Valid 10 Year British passports
- Long Version Birth Certificates
- Certificate of No Impediment



### **Long version Birth Certificates**

The Long Certificate shows the named parents for the child at birth, the exact place of birth (and not just the district), the occupation of the father and also the address of the person registering the birth. The Short Version Birth Certificate is issued as standard, the Long is chargeable.

We recommend that you order a new Certificate online from the General Register Office [www.gro.gov.uk](http://www.gro.gov.uk) as it can take longer to legalize a signature on an original Certificate (around 3 weeks), especially if it was issued before 1991.

Alternatively, you can apply for a new Certificate by post, telephone or at your local Register Office.

### **Certificate of No Impediment is a Certificate of Freedom to Marry.**

- The Bride and Groom must each obtain a Certificate of No Impediment from the local Registry Office.
- In the box marked "District and Country where your marriage was solemnized" you must enter "Skiathos Town, Skiathos Island, Greece".
- The document must be produced no more than 3 months before your return date.
- The document need to be legalized, translated into Greek, and then legalized again by the Greek Consulate prior to your departure (see our Legal Documentation Guide for more information).

**IT IS ESSENTIAL THAT YOU SEND US PHOTOCOPIES OF ALL ENGLISH & TRANSLATED DOCUMENTS LISTED IN PART ONE AND PART TWO OF THIS CONTRACT.**

### **Legal Documentation Guide**

**PART TWO**

Further to this, depending on your status, the following documents are also required to be taken with you to Skiathos.

Status	Document required	Where to obtain	Notes
If either party is divorced:	Decree Absolute	The court where the divorce or civil partnership dissolution was processed.  Alternatively you can contact the central Index of Decrees Absolute via Her Majesty's Courts Service. Click <a href="#">here</a> to go to the webpage.	The document must carry the court stamp.  If the Bride has reverted to her maiden name, then a Name Change Deed must also be produced (see below).
If either party has changed their name:	Name Change Deed	Solicitor-The solicitor must be registered with the Legalisation Office, otherwise it can take 3 weeks to legalise.	The document must be signed and stamped (Certification Stamp) by a solicitor.
If either party is adopted:	Adoption Certification	<a href="http://www.gro.gov.uk">www.gro.gov.uk</a>	
If either party is a widow or widower:	Death Certificate	<a href="http://www.gro.gov.uk">www.gro.gov.uk</a>	
If either party is under the age of 18	Parental consent	Solicitor	The document must be signed and stamped (Certification Stamp) by a solicitor.



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### Translation and Legalization of Documents

All English documents (except passports) must be legalized by the Foreign and Commonwealth Office and then translated into Greek by an official translator. Then they must be legalized once again by the Greek Consulate.

This can be a lengthy and time-consuming process and you have 2 options.

#### **Option1**

You can choose to organize the legalization and translation of documents yourself.

#### **Option 2**

Use our recommended translators as below, who offers a fully comprehensive end to end service. **They** will look after all your requirements and deliver your documents back to you fully translated and legalized. They can identify errors and discrepancies in your documents and resolve them on the spot.

#### **Contact details A**

**Androulla VELIOTOU** - Approved Greek Translator

123 Warren Drive South

Tolworth

Surrey

KT5 9QH

Telephone: 0208 337 6093 (office) / 07802 988 098 (mobile)

Email: [av@blueyonder.co.uk](mailto:av@blueyonder.co.uk)

#### **Contact details B**

**TLC Company**

88 Kingsway, London

WC2B 6AA

Telephone: 0207 841 2801

Email: [info@tlcuk.biz](mailto:info@tlcuk.biz)

Website: [www.tlcuk.biz](http://www.tlcuk.biz)

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### Helpful tips for doing it yourself

The Greek Consulate will only accept documents from their listed translators. Translation costs can vary; therefore we recommend that you contact a few, so that you can compare prices.



You must advise your translator to write all names in the Greek alphabet and the full name written in English in brackets at the side of the Greek written name.

The Legalization Department of the Foreign and Commonwealth Office can be contacted as follows:

- Telephone: 01908 295 111
- Email: [legalisationoffice@fco.gov.uk](mailto:legalisationoffice@fco.gov.uk)
- In Person: Legalization Department  
Foreign and Commonwealth Office  
PO Box 6255  
Milton Keynes, MK10 1XX

Please check with the Legalization Office website <https://www.gov.uk/get-document-legalised> for any set requirements for legalization of documents.

Documents issued before 1991 will need to be re-issued as they may not be recognized by the Legalization Office, causing delays of around 3 weeks in getting them back.

- You must then get the documents translated into Greek. Once this has been done, you must then send the Greek documents to the Greek Consulate to be legalized once more. The Greek Consulate can be contacted as follows:
  - Telephone: 020 7313 5609
  - In Person: Consulate General of Greece  
1a Holland Park  
London, W11 3TP

When sending your documents to be legalized, please make sure you include your full names (Bride and Groom), address and telephone number.

We also recommend that you send these documents with a stamped addressed envelope with the correct registered/recorded postage fee.

If you wish to forward photocopies of documents to us prior to sending them to the Foreign and Commonwealth Office, we would be happy to check them over to you in order to avoid any mistakes