






Wed by Jaco & Team

Wedding Booking and Marriage Registration Information Form

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Please read this very carefully!

Dear Bridal Couple

It's a great honour to be part of your big day. Thank you for doing business with us. Please complete the booking and information forms and return, preferably via email. The original completed and signed forms and all other documentation can be handed to the marriage officer when you meet to discuss the ceremony.

Wed by Jaco consists of ± 40 Pastors / Marriage Officers. The first confirmed (by deposit) booking will be reserved for me (Jaco). You will be notified by email or by telephone which Pastor / Marriage Officer will be available for your wedding, after the deposit into our bank account have been confirmed.

When you have decided to make use of our services and returned the booking forms, all we need is confirmation that the deposit has been paid. We then need to meet each other prior to the wedding, to discuss the ceremony and make sure that all the documentation is in place and within the last week before the wedding to complete the register and take fingerprints. Please make an appointment to meet with the Pastor / Marriage Officer at his / her office before the wedding date, to finalise the format of the ceremony and make sure that all required documentation has been submitted. It is absolutely impossible for you to meet the Pastor / Marriage Officer at his / her office, or you insist on a rehearsal at the wedding venue, an extra fee will be charged.

Legalities:

1. Form DHA-32 must be completed and signed by either both parents or legal guardians for each party under the age of 18;
2. If the Bride is younger than 15 and / or the Bridegroom is younger than 18, permission to the marriage is needed from The Commissioner of Child Welfare;
3. If any party is divorced, a copy of the **final decree of divorce is required, with the stamp of the court clearly on the final decree of divorce.**
4. If any divorced party is not a South African Citizen, that person's final divorce decree needs to be Authenticated and not just Certified, at the South African Mission or Embassy in your Country of Origin;
5. If any party is a widower or widow, a copy of the death certificate is required;
6. If any party is not a South African Citizen, a copy of that person's Passport's page of your photo and the page with your residence permit / visa and a Form BL31 is required;
Download and print from <http://www.dha.gov.za/images/PDFs/Marriage/bi-31.pdf>
7. **In a case where a South African Citizen marries a Non South African Citizen, the couple must first have an interview with an Immigration Officer at any Home Affairs Office. The Immigration Officer will give the couple a letter to give to the Pastor/ Marriage Officer. Without this letter the marriage officer won't be able to register the marriage. NB: This rule does not apply if both are foreigners (Not South African Citizens)**

8. Two witnesses, one for each of the couple to sign the register. Must be 18 or older. Copies of each of their ID documents. If they are not South African Citizens, copies of their passports.

In ALL correspondence, please include the couple's names, date and time of your planned wedding.

The following is required BEFORE the date of your wedding:

1. Clear copies of your ID documents as well as the witnesses who will sign the register on the day of the wedding;
2. Abovementioned documents as described as the "Legalities" – if applicable;
3. Letter from your Lawyer if you have set up an ante-Nuptial Contract;
NB: Ante-Nuptial Contracts MUST be signed at your Lawyer **BEFORE** the date of the wedding
4. **Form BL31** to be completed by **ALL Non-South African Citizens without South African Identification Documents**;
5. 3 x ID Size photos of each of the couple.

Costs:

Pulpit / Ceremony Fee: Any Venue In my office with 2 witnesses:	R2 000-00 R1 500-00																								
Booking Fee	R850-00 – Non Refundable – deductible from service fee																								
Outstanding Balance	To be paid to the Pastor / Marriage Office who will conduct your wedding ceremony, in FULL when you meet to discuss the wedding ceremony before the wedding																								
Bank Reference	Your First Names & Date of the Weddings e.g. John/Anne261013																								
Travel Costs Covers the cost to and from the venue <i>We reserve the right to make changes at any time, depending on the fuel price</i> Toll Fees will be added as necessary	<table border="1"> <tr> <td>1</td> <td>20</td> <td>km</td> <td>R300-00 incl EToll</td> </tr> <tr> <td>21</td> <td>40</td> <td>km</td> <td>R500-00 incl EToll</td> </tr> <tr> <td>41</td> <td>60</td> <td>km</td> <td>R700-00 incl EToll</td> </tr> <tr> <td>61</td> <td>80</td> <td>km</td> <td>R900-00 incl EToll</td> </tr> <tr> <td>81</td> <td>100</td> <td>km</td> <td>R1 100-00 incl EToll</td> </tr> <tr> <td>101 +</td> <td></td> <td>km</td> <td>R1 100-00 plus R6.00 per km of km over 100</td> </tr> </table>	1	20	km	R300-00 incl EToll	21	40	km	R500-00 incl EToll	41	60	km	R700-00 incl EToll	61	80	km	R900-00 incl EToll	81	100	km	R1 100-00 incl EToll	101 +		km	R1 100-00 plus R6.00 per km of km over 100
1	20	km	R300-00 incl EToll																						
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Legalities: Handwritten Marriage certificate and registration of marriage	No Charge																								
Compulsory Verification of documents of all Non-South Africans by the Marriage Officer at Immigration Department of Home Affairs to get go ahead for the couple to go for an interview before the wedding can be done	R1250																								
Unabridged Marriage Certificate Normal waiting period is 6 weeks to 6 months.	R1250.00 I must have a Power of Attorney Letter from you.																								
Special Expediting service to get certificate within 2 weeks at extra cost	R1000																								
Pre-Wedding Meeting at my office Pre-Wedding Meeting at any other place Rehearsal (Not compulsory, only on special request)	At Pastor / Marriage Officer's house – No Charge At your place of choice: R750-00 + Travel R750-00 + Travel																								
Payment Method	Electronic Transfer and Cash																								
NB: Deposits and Payments are Non Refundable if booking is cancelled. All pricing excludes commissions to be paid to Wedding Coordinators																									
Banking Details																									
Account Name	J Venter																								
Bank	Capitec Bank or ABSA																								
Account Number	129 677 28 94 1036250441																								
Type of Account	Savings Account Cheque Account																								
Branch Code	470 010 632005																								
Swift Code Swift C	NEDSZAJJ																								
NB: Bank Reference: Your First Names & the Date of the Wedding, e.g. John/Ann261013																									

Booking Form

Date of Wedding: _____ Time of Ceremony-Bride walks in _____

Names & Surnames of Groom & Bride: _____

Names you would like to be called at the wedding ceremony: _____

Groom Mobile: _____ Bride Mobile: _____

Groom Landline: _____ Bride Landline: _____

Groom Email: _____ Bride Email: _____

Groom Fax: _____ Bride Fax: _____

Ceremony: English Afrikaans

Christian Non Religious (Civil)

Dress Code Black Tie Formal Smart Casual

Venue

Tel: _____ Email: _____

Name of Wedding Venue: _____

Physical Address: _____

Province in which venue is situated: _____

Payment Details

Receipt of Booking Form and proof of payment of deposit will confirm booking

Booking Fee Paid Yes No Amount Paid: R _____

Date of payment / deposit into bank account: _____

Bank Reference: BV. John/Ann261013 _____

Where did you hear about Wed By Jaco?

Internet Friends Exp. Wedding in a Box Ander _____

Magazine Which Magazine? _____

Residential address
after wedding

Postal Code:

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C. PARTICULARS OF WITNESSES

WITNESS 1

ID No

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Surname

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Forenames in full

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Telephone Number

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WITNESS 2

ID No

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--	--	--	--	--

--	--	--

Surname

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Forenames in full

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Telephone Number

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Are you living in a Foreign Country or planning to work or migrate to a foreign country other than South Africa?

If so, you will need an Unabridged Marriage Certificate. We suggest that you apply for one with the registration of your marriage with us.

We hereby agree to the terms and conditions of this booking.

Signed at _____ on this _____ day of _____ 20 _____

Groom

Bride