1. Two forms are provided: if the proposed marriage is of a divorcee and an unmarried person, use one of each; if it is between two divorcees, use two the same. Forms can be obtained from the Diocesan Registry. The applications may be submitted electronically. Application for dispensation should be made immediately the couple approaches the priest to request a marriage to take place.

2. The forms give standard information that is required in every case. They will be a guide to you in conducting interviews as well as to the Bishop in assessing what is put up to him. Expand your answers and write a letter if necessary, in order that the Bishop has the full picture. The sections of the forms “Church Affiliation” should contain details of church affiliation when the first approach is made about the proposed marriage.

3. Attach the Priest's Certificate to the two completed forms before sending it to the Bishop.

4. Send in the forms even if you do not recommend marriage in Church. This will help the Bishop if the couple go from one parish to another.

5. If both partners to the proposed marriage are practicing Anglicans and the officiating priest is the parish priest of only one partner, the assessment of the other partner's parish priest should be provided. The same forms for assessment can be used.

6. If only one partner to the proposed marriage is an Anglican and the officiating priest is not the parish priest, the assessment of the parish priest should also be provided. And, if thought necessary, the advice of the priest or minister of the other denomination should be sought.

7. The priest must be satisfied that the couple understand and accept the Christian teaching on marriage, have a genuine intention to abide by the vows to be taken in the proposed marriage and recognize the commitment to the life of a Christian that their vows entail.

8. In the course of interview seek to make sure that all parties are fully informed of any outstanding obligations (e.g. payment of maintenance) from a former marriage.

9. Evidence of the legal decree of divorce (nisi and absolute) must be sighted by the Priest before proceeding with the application to the Bishop.

10. The Bishop is very unlikely to give a dispensation where more than one divorce has taken place and there is no existing regular worship connection by the couple.