

Required Documentation Checklist

Marriage Preparation Required Documents

Please use the checklist below to ensure all required documents are submitted in a timely manner.

1. Newly Issued Baptismal Certificate with all Notations for Bride and Groom

- Baptismal Certificate for the **Catholic party** must be obtained from the church of baptism. The Certificate must be issued within **six (6) months** of the wedding date.
 - Baptismal Certificates for other Christian denominations: An original or copy of baptismal record required. If you are unable to obtain a certificate, then a letter from the Church stating your date of Baptism is required.
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2. Certificate of Confirmation (Catholic Parties Only)

- Confirmation must be noted on the Baptismal Certificate.
 - If **not** included a separate Confirmation certificate or copy of the Confirmation record must be submitted.
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3. Certificate(s) of Completion – Marriage Preparation

- Original certificate(s) from **all** approved marriage preparation programs must be submitted.
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4. Prenuptial Witness Affidavits

- **Two** affidavits per bride and groom (**four total**).
- Completed by individuals who have known the bride or groom most of their lives (e.g., parents, siblings, close relatives, or longtime friends).

- Must be signed in the presence of a member of the clergy or a notary public.

5. Bride and Groom Prenuptial Questionnaires

- The Prenuptial Questionnaire will be completed the officiating priest or deacon at the Bride and Grooms first meeting.
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6. South Carolina Marriage License

- A South Carolina marriage license is required for all weddings taking place in South Carolina, regardless of residency.
 - A license may be obtained from any county within the state.
 - The license must be submitted to the parish office **no later than two (2) weeks prior** to the wedding date.
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7. Letter of Intent for Visiting Clergy (If Applicable)

- Required if a visiting Catholic priest or deacon will officiate.
 - Must request delegation.
 - Must confirm that the visiting clergy will complete all canonical paperwork and liturgical planning.
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8. Decree of Annulment (If Applicable)

- Required if either party has been previously married.
 - Applies regardless of whether the prior marriage occurred within the Catholic Church or another faith tradition.
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Please contact your Officiant or the Wedding Coordinator if you have any questions regarding these requirements or submission deadlines.