

Saint Francis Xavier Marriage Preparation Requirements Checklist

Documents/Information Required:
☐ Baptismal Records (must be original copy obtain the church of Baptism)
☐ Bride
☐ Groom
$\hfill\Box$ Confirmation date and name of church (Usually on the back of Baptismal records, if not please provide)
□ Bride
□ Groom
\square Freedom to Marry Forms (must be signed with a witness in front of a priest or deacon and must be into the Parish Office two weeks prior to the wedding)
□ Bride
\square Groom
\Box Witnesses names (usually maid of honor and best man) \Box Bride \Box Groom
□ Mass?
☐ Yes
□ No
\square Marriage License (Can be obtain 90 days before the wedding date, must be obtain in the city you are getting married in, and must be in to the parish office two weeks before your wedding date)
\square Complete Wedding Registration Form and all Fee's paid two weeks before Wedding date
\square \$100.00 initial fee is due ASAP as this holds your Wedding date
☐ Contact Music Coordinator and fill out contract
□ If applicable Annulment papers
\square If applicable for convalidation's Marriage license



Attendance is required at:
\square Initial meeting with one of our priests
☐ Initial meeting with Director of Family Services
\square Meeting with Wedding Coordinator (she will contact you a month before the wedding)
☐ Attendance at the Financial Workshop
☐ Attendance at the Liturgy Workshop
$\hfill\square$ Attendance at the Marriage Preparation Retreat weekend
☐ Meetings with sponsor couple and PMI /VMI (usually 3-6 meetings)