

For Office Use Only

Picked Up On: _____

Signature: _____

Mailed On: _____

Tracking #: _____

Transfer of Marriage Documents

Contact Information

Name of Bride (maiden)

Bride's Phone Number

Bride's Email Address

Name of Groom

Groom's Phone Number

Groom's Email Address

Place of Marriage

Name of (Arch) Diocese

Mailing Address of Diocese

Name of Church

City and State of Church

Date of Wedding

Mailing/Transfer of Documents (Please Check One)

- ☐ Marriage file will be picked up by the engaged couple from the Office of Canonical Services. (The engaged couple is responsible for getting the file to the diocese or parish where the wedding will be celebrated.)
- ☐ The engaged couple designates the following person: _____ to pick up the sealed envelope containing the marriage file. (The engaged couple is responsible for getting the file to the diocese or parish where the wedding will be celebrated.)
- ☐ The Office of Canonical Services will mail the marriage file to the diocesan chancery where the marriage will be celebrated. (Engaged couple is responsible for the cost of shipping. Checks need to be made out to: Diocese of San Bernardino)

☐ Domestic (\$15)

☐ International (\$100)

Office of Canonical Services/Diocese of San Bernardino
1201 E. Highland Avenue, San Bernardino, CA 92404
Phone: (909) 475-5320 Fax: (909) 474-4914 E-Mail: canonicalservices@sbdiocese.org

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