

# ISLAMIC MARRIAGE (NIKAH) CEREMONY APPLICATION FORM

## IMPORTANT NOTES

1. There is a **£100** for in call and **£250** out call application fee collected upon submission of this form. **Out calls must be within Lewisham Borough.**
2. **Marriage Certificates are only issued when both the bride and bridegroom are; either in possession of full UK / EU residency permit or UK / EU citizens. Please NOTE, in regards to Residence permits, the certificate can only be issued if the permit states 'Indefinite Leave to Remain'. (A Marriage Certificate can also be issued by LIC upon presentation of an Original Marriage Certificate issued by UK Register Office)**
3. The applicant must either be the legal guardian of the bride (wali), the bridegroom or the bride.
4. **Valid IDs are also required:** Acceptable forms of IDs include: UK photo driving license, passport or official government issued photo ID. Please **NOTE** that it does **NOT** include NUS/Student card, Birth certificate or utility bills. Please bring the **original IDs** at the time of submitting the form. We will photocopy the IDs and return them to you the same day. Photocopies of the originals will **NOT** be accepted. **The process requires IDs of the Bridegroom, the Bride and the Wali.** The Bride or Groom may need to provide extra (Valid) I.D., if requested, to further proof their residency status.
5. The Legal Sharia guardian (Wali) must be in the following order of priority: The father, the paternal grandfather, the full brother, the bride's son, and so on. **It is mandatory that all of them are adult male Muslims.** In case of no legal Sharia guardian, the Imam of Lewisham Islamic Centre will assume the position of the Wali (after filling the application form of appointing the Imam of Lewisham Islamic Centre as the Wali). Please **NOTE** all marriages conducted by LIC will require a Legal Sharia guardian (Wali).
6. **If the Bride (Revert or Jewish/Christian) or the Bridegroom is under the age of 21, LIC requires a signed letter of approval from the parents or guardians.**
7. The Sharia permits non-Muslim females from Christian or Jewish backgrounds to marry a Muslim man, however they must have approval from their male guardian (Wali) and family.
8. It is prohibited for a Muslim man to marry his mothers, daughters, sisters, nieces, aunts, mother in-law, father's or son's wives, step-daughter from the wife with whom consummation has taken place or his female siblings through breast feeding. It is also prohibited for a Muslim man to marry a non-Muslim female other than those of the Christian or Jewish faith. For example (females of the Christian or Jewish faith may be married to Muslim males).
9. If the bride has been previously married, she is required to produce a proof of divorce from her previous husband. A document of proof could be a divorce certificate from a Muslim country, or an Islamic centre/organisation. In absence of such, a letter of divorce from her previous husband with two Muslim witnesses would suffice. In this circumstance, we must be provided with the contact details of the previous husband for our own verification. A new marriage ceremony can only be performed after three menstrual cycles since the date of divorce, which approximates to three months, during which no marital relations must have taken place.

10. Marriage conditions (Section E) should be in line with the Islamic principles and teachings. At the discretion of LIC, we will have the final decision whether or not the conditions will be added to the certificate.
11. Both Witnesses should be male, Muslim and over 18 years old (Section F).
12. Your application will be processed and the necessary enquiries will be made. Upon approval, the applicant will be contacted to arrange nikah appointment. In cases where the application is rejected, the applicant will be notified and informed of the reasons of rejection.
13. Both the Bride and Bridegroom may be required to attend an interview and advice session at LIC prior to the Nikah (Marriage Ceremony).
14. On the day of the ceremony, the applicant may be required to come to Lewisham Islamic Centre for the pre-arranged appointment with all the parties mentioned in the application (which include the legal Sharia guardian (wali), the Bridegroom, the Bride and the two Muslim male Witnesses).
15. **The applicant must arrive 15 minutes earlier with all the parties mentioned in the application form. Please NOTE the marriage can only be conducted if all the parties are present on the day (i.e. wali, Bride & Groom)**
16. **As the marriage is taking place in the mosque, LIC kindly request the Bride, Groom and Guest to dress modestly before entering the mosque.**
17. Nikah application is accepted during administration hours (Mon to Sat from 12pm-7pm). Applicants must allow up to **2 weeks** before the Nikah ceremony can take place due to processing of the application form. The timeframe of processing the nikah application will start once the application is fully/correctly completed and all the required documentation is provided. Incomplete applications will cause further delays which may go beyond the two weeks. **To avoid disappointments, please ensure that you submit your application form at least 3 weeks earlier than your Nikah date.**
18. Failure to respond to the centre's attempts of contacting you regarding your application will result in termination of your application, loss of your application fee and copies of supporting documents after 6 weeks of the date of submission.
19. For help with filling this form please contact **0208 690 5090** or **info@lewishamislamiccentre.com**
20. LIC reserve the right not to perform a Nikah should they wish to do so; if they feel uncomfortable or something is wrong. **A full refund will be issued in such cases.**
21. **NO PHOTOS OR VIDEO RECORDINGS ALLOWED INSIDE THE MASJID DURING THE NIKAH CEREMONY**
22. **WE STRONGLY RECOMMEND WAITING FOR THE NIKAH DATE CONFIRMATION FROM THE ADMIN VIA PHONE OR EMAIL, BEFORE MAKING WALIMAH AND NIKAH ARRANGEMENTS. LIC WILL NOT BE RESPONSIBLE FOR ANY CANCELLATIONS CONCERNING ARRANGEMENTS FOR YOUR NIKAH OR WALIMA.**
23. Please hand in the completed form to:

**Admin Office  
Lewisham Islamic Centre  
363-365 Lewisham High Street  
London  
SE13 6NZ**



**Section C: The bridegroom:**

**Note: the bridegroom must be a Muslim - Only fill in the following if the bridegroom is other than the applicant:**

1. Are you Muslim? Yes  No

2. Surname:

Forenames:

3. Address:

Town:  County:

Post Code:  Country:

Phone:

Email:

4. Date of birth: \_\_/\_\_/\_\_\_\_ Nationality  Proof of ID: \_\_\_\_\_

5. If in any way related to the bride, please state the type of relationship (cousin, etc, see note 4):

**Section D: The bride:**

**Only answer questions 1, 4 and 5 if the bride is the applicant:**

1. Religion: Muslim  Christian  Jewish

2. Surname:

Forenames:

3. Address:

Town:  County:

Post Code:  Country:

Phone:

Email:

4. Date of birth: \_\_/\_\_/\_\_\_\_ Nationality  Proof of ID: \_\_\_\_\_

5. Previously married? Yes  No  - if Yes please state the date of divorce: \_\_/\_\_/\_\_\_\_

and affix a copy of proof, see note 2

6. Dowry agreed:  to be settled on wedding day  later   
(i.e. 1 month or year)

**Section E: Marriage Conditions**

**Note: Please state any conditions you would like to add on the marriage the certificate: (There is no guarantee the conditions will be added to the marriage Certificate)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Section F: The witnesses:**

**Note: both witnesses must be adult male Muslims & over 18 years old:**

**1. First Witness**

Surname:

Forenames:

Address:

Town:  County:

Post Code:  Country:

Phone:

Email:

**2. Second Witness**

Surname:

Forenames:

Address:

Town:  County:

Post Code:  Country:

Phone:

Email:

Are both witnesses adult male Muslims & over 18? Yes  No

**Section G: Preferred day:**

The following marriage ceremony slots are available within the week subject to Imams' availability; please tick your preferred slot: **(We cannot guarantee the nikah will be booked on a specific date requested. Please ensure you wait for confirmation from the admin before making arrangements for your nikah/walima.)**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Section H: Guest:**

Please give an approximation of the number of guests that will be attending:

**Section I: Location of the Wedding**

Please choose one of the following options:

In call (at LIC)  Out call (Different location)

If you have chosen outcall, please state below the location details:

Address:

Post Code:

**Checklist: Please TICK as appropriate**

- I have read and understood the application notes prior to filling the form and that any incorrect/false information may potentially invalidate the marriage.
- To the best of my knowledge I have filled this form accurately.
- I have affixed the required documents (such as the proof of ID) to the application form.
- I can confirm that all individuals mentioned will be attending the Nikah ceremony in person.

By signing this application both the bride & groom has agreed that Lewisham Islamic centre & the Imam are not liable or accountable for any issues which may arise after the marriage. Furthermore, both the bride & groom have mutually consented to the marriage without compulsion. Lewisham Islamic Centre reserves the right to withdraw or refuse any application if it feels necessary.

**Data protection:** In accordance with the General Data Protection Regulation, data collected will be used exclusively for the purpose of producing your marriage certificate and conducting your marriage. LIC will treat your information with utmost respect and will not share or sell your data

By signing below, you understand that Lewisham Islamic Centre has a legitimate interest to collect and process your personal data in order to meet statutory requirements. Furthermore, you agree that Lewisham Islamic Centre may process your information for the purpose of which it was intended for in accordance with our privacy notice. For further details please refer to our privacy notice on our website, under Documents.

**(Bride) Sign:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**(Bridegroom) Sign:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Office use only:**

Date form received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Date form processed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Form received by: \_\_\_\_\_

Form processed by: \_\_\_\_\_

- IDs checked and photocopied
- Payment received
- Form Rejected
- Form Approved

**If approved: Date of approval:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Reason(s) if rejected:** \_\_\_\_\_

**Certificate number:** \_\_\_\_\_

**Notes:** \_\_\_\_\_