



NBVM/SCIC GUIDELINES FOR CHURCH



1. Fill up PNI Form with Parish Priest/ Asst. Parish Priest (by appointment), minimum of **6 months** before intended date of marriage.

Please bring along the following documents (photocopy):

(To fill the PNI- Pre- Nuptial Enquiry Form)

- a. Marriage course certificate (EE)
- b. Civil Marriage certificate (If not available on the day of PNI form filling up – must handout to the parish office 1 month before for the wedding date.)
- c. IC / passport of Witnesses
*Catholics are encouraged to be witnesses for church weddings.
Parents are NOT allowed.
- d. Copy of IC of Couple
- e. Baptism certificate (6 months - latest) / Birth certificate for non-Catholic
- f. Two Passport size photo (bride & bridegroom)

2. **Date of Marriage will only be given upon completion of the PNI Form.**

3. Get the Engaged Encounter (EE) form from the Parish Office.

4. Complete Engaged Encounter (EE) Course and submit the certificate to the parish office.

5. **Church Marriage Fee:**

a) NBVM, Butterworth: RM400.00

➤ *Usage of live streaming service / equipment : RM300.00

➤ *Usage of LCD projection service : RM100.00

*Option

b) SCIC, Prai : RM200.00

6. For further clarification, kindly contact the Parish Office ~ 012-4353292.

FOR OFFICE USE ONLY

1. Date and Time and Venue :

2. To be celebrated by :

3. Publication of Banns for three Sundays.

4. Informed Parish Sacristan

Marriages approved by the Church:

	Bridegroom	Bride	
Catholics	<input type="checkbox"/>	<input type="checkbox"/>	Mass
Christian	<input type="checkbox"/>	<input type="checkbox"/>	Service
Other religion	<input type="checkbox"/>	<input type="checkbox"/>	Service

* Booklet

Choir English – Ms. Branda 018 3268994 Mandarin – Ms. Liza 013 4286282
 Tamil – Mr. Gilbert 019 5403981

Note:

* Must handover to parish office two week before the marriage.