

GUIDELINES
for
REQUESTING DISPENSATIONS & PERMISSIONS
and for
SENDING FILES TO OTHER (ARCH)DIOCESES

Please observe the following guidelines in order to facilitate the processing of petitions for matrimonial dispensations and permissions:

Please address the envelope to Ami Quinn, Tribunal Office. Request dispensations and permissions at least one month before the wedding. **Files for a wedding outside the archdiocese, especially outside the USA, need to be submitted at least two months prior to the wedding.** Please include an address for the place of marriage if taking place outside of the USA.

NO COPIES. All paperwork must be original. NO scanned signatures.

When requesting a matrimonial dispensation or permission, send the M-1, the M-2, and a recently issued (within the past six months) original baptismal certificate with notations for the Catholic party. Priests and deacons having the faculties of the Archdiocese of Cincinnati and who are assigned to a parish may grant the permission (*licentia*) for mixed marriage. To grant this permission, you must have a certificate or a letter from the church certifying that the non-Catholic is baptized. Record the granting of the permission (*licentia*) at the bottom of page 6 on the M-1 form.

When the baptism of the non-Catholic cannot be verified by means of a document, use the M-2 form to request the permission (*licentia*) for mixed religion coupled with a dispensation from disparity of worship (cult) as a precaution (*ad cautelam*).

If the dispensation/permission request involves a convalidation, a copy of the civil attempted marriage certificate must also be submitted.

MB (freedom to marry) forms:

- a. Complete two MBs for the bride and two for the groom when a wedding is to be celebrated in another diocese.
- b. Two for the bride or the groom who lives outside the Archdiocese of Cincinnati and the wedding will be celebrated here in our archdiocese.

A dispensation from disparity of worship (cult) is necessary for validity when the marriage involves a Catholic and a non-baptized person. **Such marriages are not sacramental.** Only those marriages between a baptized man and a baptized woman are sacramental (canon 1055).

If a dispensation from canonical form is granted, the non-Catholic officiant (e.g. minister or rabbi) asks for and receives the consent of the parties, even if the Catholic clergyman takes part in the wedding. The Catholic clergyman does not need special permission to assist at the wedding.

If a Catholic priest or deacon will be the official witness in a non-Catholic church or chapel, check the third () on the reverse side of the M-2 form to request permission.

The cleric preparing a couple for marriage signs and dates the:

- a. Certification of Readiness for Marriage (M-1, p.5).
- b. Certification that the Prenuptial Declaration & Promise has been signed by the Catholic in the presence of the non-Catholic either on the M-1, p. 6 or on the reverse side of the M-2.
- c. Mixed Religion Permission Rescript on the M-1, at the bottom of p. 6 only when the non-Catholic's baptism can be verified by a document.

After completing a prenuptial investigation that will be filed in a parish in another (arch)diocese, please send the entire file to Ami Quinn, Tribunal Office for processing.

Matrimonial dispensations and permissions are valid for only six months.

When an emergency dispensation is granted by your dean, send the M-1, the M-2, and the Catholic baptismal certificate to Ami Quinn, Tribunal for processing as soon as possible.

Deans cannot grant dispensations from canonical form.

Please request prenuptial investigation forms (M-1s, M-2s, MBs) from Ami Quinn in the Tribunal Office (263-3392). These forms can also be downloaded from the archdiocesan website under Chancery Office.

Thank you for your kind and valued cooperation.

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