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IBIZA WEDDING GUIDE



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Getting married is an organizational challenge. We make it easy for you.

From **Ibiza Travel** (the official tourism promotion agency) we have prepared some practical guides to help you with all aspects of the organization of your wedding in Ibiza. For this initiative, we have the support of all economic and social sectors of the island, with whom we work together with only one objective in mind: Help you in everything that is in our hands. We can not assure that it is sunny on your wedding day ... although in Ibiza it is very, very likely that it is so.

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ADMINISTRATIVE PAPERWORK FOR HOLDING A CIVIL WEDDING

To have a civil wedding in Spain, the couple will have to go to the Register Office where at least one of them is registered as a local resident ("empadronado").

This is where they need to present the following documents to start the process of drawing up the relevant paperwork.

FOR SPANISH CITIZENS

1. A literal copy of the birth certificate for both individuals, issued by the Civil Registry office in their place of birth.
2. Certificate of residence ("empadronamiento") proving place of residence of each individual during the last two years.
3. Photocopy of valid DNI (Spanish ID card).
4. Application form signed by both individuals.

FOR DIVORCED PEOPLE

The above, plus
Literal copy of the marriage certificate for the previous marriage, showing the divorce or annulment annotation in the margin.

FOR WIDOWED PEOPLE

The above, plus
Literal copy of the marriage certificate for the previous marriage and literal death certificate for the deceased previous spouse.

FOR FOREIGN NATIONALS

1. Duly legalised birth certificate, the Hague Apostille can replace the legalisation of the document, and translated if applicable.
2. Certificate of Freedom to Marry, for European Union citizens, issued by their country's consulate in Spain. If supplied by the country of origin, it must be properly legalised and translated.
3. Certificate proving civil status, consular registration and if in their country of nationality Marriage Banns must be published. For non-European Union citizens, issued by their country's consulate in Spain.
4. Photocopy of personal documentation
5. Certificate of residence ("empadronamiento") issued by their local Town Council proving place of residence during the last two years.

- If the applicants do not speak Spanish, they must attend accompanied by a sworn translator or interpreter.
- Foreign nationals may get married in Spain under the civil format applicable to Spanish nationals, art. 50, RRC, but except for cases where there is danger of death, a compulsory requirement is that their habitual residence must be in Spanish territory.
- All documentation supplied is valid for six months from the date of issue.

FOR EACH MUNICIPALITY

Once the documentation listed above has been compiled, the couple must appear with a witness before the Civil Registry in their place of residence. During this appearance, their file will be opened, the documentation provided will be added to it and the couple will be given another appointment to return to the Civil Registry and collect the favourable ruling or NOT for the marriage to be held, which will be done as soon as the needs of the service allow it. All procedures involved in the application to the Civil Registry take between 50 and 75 days.

The civil ceremony may take place in the Civil Registry office, in the Town Council building or at a notary's office.

On the island of Ibiza, there are five municipalities where civil marriages may be held, with their corresponding Civil Registry offices and Town Councils. These municipalities are Eivissa, Santa Eulària des Riu, Sant Josep de sa Talaia, Sant Antoni de Portmany and Sant Joan de Labritja.

With the favourable ruling issued by the Civil Registry in their place of residence, the couple can go to their chosen Civil Registry or notary's office, depending whether they wish to be married by a Judge, a Mayor or Councillor or a notary respectively.

EIVISSA TOWN COUNCIL

The Town Council has a set of bye-laws regulating the civil marriages and events service.

The couple will have to go to the General Entry Registry at the Town Council building and present the civil marriage application form together with the following documentation

- Photocopy of each individual's identity document
- Permit issued by the Civil Registry
- Photocopy of identity document for each witness. There must be at least 2 and a maximum of 4 witnesses, all of whom must be adults.

The couple may request date and time for the marriage to be held. The Town Council will examine the documentation presented and set the date and time, which wherever possible will coincide with the couple's request.

A fee must be paid once permission for the marriage has been obtained

from the Town Council and the date and time of the marriage have been confirmed; the definitive permit will then be issued.

The marriage will preferably and generally be held in the Council Chamber at Can Botino.

The couple may request that the Mayor or delegated Councillor perform the civil marriage ceremony in some other location within the municipality of Eivissa.

Unless properly justified circumstances of force majeure or public interest prevent it, marriage ceremony times are as follows:

- From Monday to Friday, between 11am and 2pm and from 5pm to 8pm.
- Saturdays, between 11am and 12.30pm and from 5.30pm to 7.30pm.
- With the exception of Easter Week and the days on which the municipal corporation holds its plenary meetings, plus Sundays and public holidays.

Couples may request the use of other public spaces owned by the Town Council, including

- Baluard de Sant Pere
- Baluard de Santa Llúcia
- Baluard de Santa Tecla
- Claustre del Convent dels Dominics

Rules and requirements for using these public spaces.

- Permission is subject to availability at any time. The appropriate fee must be paid for each of the spaces.
- The use of these public spaces without catering may not exceed 2 consecutive hours.
- The use of these public spaces with catering may not exceed 6 consecutive hours.
- Sound levels must not exceed 50 decibels in daylight hours, and 45 decibels at night.
- The couple must be responsible for arranging and decorating the spaces, as the Town Council will not be liable for any costs.

- The cost of using these spaces will vary according to the legal bye-laws regulating the fee payable for issuing the administrative documentation.
- People who have been resident in the municipality for more than three years will be given a 50% discount on the fees payable.
- Permission will be given for two wedding vehicles, plus catering, cleaning and floristry services to enter the walled site. Vehicles may not exceed 3,500 kilos in weight.
- Approval must be obtained from the municipal services for any decorations and adornments to be used.
- Photographs and recordings are permitted provided this does not interfere with other weddings, events and the normal running of municipal services.
- No kind of fireworks may be lit and no rice, confetti or similar may be thrown.
- No kind of building work or installation may be produced that affects heritage features and no advertising may be installed.

SANTA EULÀRIA DES RIU TOWN COUNCIL

Santa Eulària des Riu Town Council makes its plenary chamber available for couples to hold their marriage ceremony.

The following documentation must be presented with the application

- Photocopy of the couple's identity documents
- Photocopy of the identity documents of witnesses, who must be adults
- Copy of the relevant fee payment receipt according to municipal legal bye-laws.

Fees are discounted for residents. Marriages may be held from Monday to Friday in the morning and on Friday afternoons, Saturdays, Sundays and public holidays, in which case the fee varies.

The couple may request that the Mayor or delegated Councillor perform the civil marriage ceremony in some other location within the municipality

of Santa Eulària des Riu with an additional cost..

SANT JOSEP DE SA TALAIA TOWN COUNCIL

Sant Josep de Sa Talaia Town Council has a set of general bye-laws for holding and giving permission for marriages and other civil ceremonies.

The couple will have to present their civil marriage application to the Town Council Entry Register. One or both of the interested parties will have to visit the Town Council to choose the date and time of the wedding, subject to availability.

This request must be presented at least one calendar month before the chosen date for the marriage ceremony.

The following documentation must be presented with the application

- Photocopy of the couple's identity documents
- Photocopy of the identity documents of witnesses, who must be adults
- Copy of the relevant fee payment receipt according to municipal legal bye-laws.
- If applicable, request for exceptional event for reasons of public interest, in a different place from the location mentioned in the bye-laws.
- Indicate if the ceremony is to be held in Spanish or Catalan.
- Name of the Councillor they wish to perform the ceremony, if applicable.

Civil marriages will be performed in the Town Council Plenary Chamber. If this is unavailable for some reason, another municipal venue will be provided.

- From Monday to Sunday and public holidays between 11am and 2pm.
- Fridays and Saturdays between 6pm and 8pm.
- There must be at least a 30-minute interval between each wedding ceremony.

The couple may place ornaments and decorate the room as well as provide their own music, however, they must inform municipal staff and immediately remove all material installed once the ceremony is over.

Recordings and photographs are permitted provided this does not hinder the normal running of other marriage ceremonies or normal Town Council business.

No pyrotechnic or similar material may be used, and no rice, confetti or

similar may be thrown inside the venue or in the porch of the Town Council building.

SANT ANTONI DE PORTMANY TOWN COUNCIL

Sant Antoni de Portmany Town Council makes two municipal venues available to couples for their marriage ceremony, the Plenary Chamber and the rooms at Sa Punta dè Molí.

Together with the civil marriage application form, couples must present the original and one copy for notarisation of the following

- NIF, NIE or passport for each individual
- NIF, NIE or passport for each witness
- Proof of the original application issued by the Civil Registry office. If this documentation is not shown when the application is made, it must be provided at least 5 days before the date of the marriage ceremony.
- Payment of the municipal fee, if applicable. Municipal fees are discounted for people who have been registered with the municipality of Sant Antoni de Portmany for more than 12 months.

SANT JOAN DE LABRITJA TOWN COUNCIL

Sant Joan de Labritja Town Council has two rooms for holding marriage ceremonies. If the couple wish to hold their wedding in another location in the municipal area, they may request this and municipal services may or may not give permission.

The couple must provide the following documentation

- Photocopy of the couple's identity documents
- Photocopy of the identity documents of witnesses, who must be adults
- Receipt for payment of the relevant fee.

Marriage fees are discounted for residents. Fees are different for marriages performed from Monday to Friday from 9am to 4pm and for those performed in the evenings, Saturdays, Sundays and public holidays.

PROCESSING A CHURCH WEDDING

In Spain, church weddings are legally recognised, so in order to have a Catholic marriage ceremony the couple must go to a church of their choice to ask about available dates and talk to the priest who will be marrying them. All dioceses request the same paperwork, but there may be a few differences in terms of logistics.

Documentation required

- Photocopy of DNI (Spanish ID card)
- Photocopy of the page in the Family Book ("Libro de Familia") on which the individual's name is written.
- Certificate of baptism. They may be asked for the name of the parish where they were baptised.
- Literal copy of birth certificate. The Civil Registry office will ask for the place of birth.
- Certificate of faith and status. This can be obtained from the Civil Registry office.
- If one of the couple were widowed, they will be required to produce a marriage certificate issued by the church bearing the deceased spouse's name.
- If the previous marriage was a civil ceremony, a civil marriage certificate plus a photocopy will be needed, issued in the location where the marriage took place.

Other details

The couple will be required to attend a marriage course, either in the parish where they are to be married or in another one.

Two types of witnesses are required.

- Statement witnesses. These are the witnesses who have an appointment with the priest three months before the wedding. They should not be relatives and should know the couple well. These witnesses are asked questions to check that the marriage is being held for love.
- Ceremony witnesses. They do not have to be the same people as the statement witnesses. They are usually relatives or friends. During the ceremony they confirm the marriage has been performed by signing the register.

USEFUL CONTACTS

PIMEEF. Federación de la pequeña y mediana empresa
de Ibiza y Formentera.

Teléfono de contacto. 971 322520

Email. info@pimef.es

Web. <http://www.pimeef.com/>,

CAEB. Confederación de Asociaciones Empresariales de Baleares.

Teléfono de contacto. 971 39 81 39

Web. <http://www.caeb.com.es/>

FEDERACION HOTELERA DE IBIZA Y FORMENTERA

Teléfono 971 19 99 76 - 77

Web. <http://www.fehif.net/>

FOMENTO DE TURISMO

Web. <http://www.descubreibiza.com/es>

IBIZA. TRAVEL . PORTAL OFICIAL DE TURISMO DE IBIZA.

Web <http://ibiza.travel/>

Email info@ibiza.travel

IBIZA BRIDAL WEEK.

Web. <https://www.ibizabridalweek.com>

MUNICIPALITIES

AJUNTAMENT D'EIVISSA

Web www.eivissa.es

AJUNTAMENT DE SANTA EULÀRIA

Web www.santaeulalia.net

AJUNTAMENT DE SANT ANTONI

Web www.santantoni.net

AJUNTAMENT DE SANT JOSEP

Web www.santjosep.org

AJUNTAMENT DE SANT JOAN

Web santjoandelabritja.com

List of parishes in the dioceses of IBIZA

ARZIPRESTAZGO DE EIVISSA

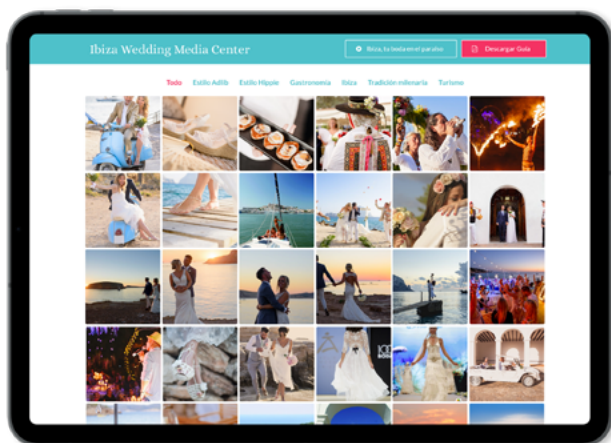
CATEDRAL DE SANTA MARIA	Eivissa	
MARE DE DÉU DEL ROSER I ST CIRIAC	Eivissa	971390892
SANT PAU	Eivissa	971300015
SANT PERE	Eivissa	971300239
SANT SALVADOR DE LA MARINA	Eivissa	971311216
SANTA CREU	Eivissa	971301276

ARZIPRESTAZGO BALANÇAT- SANTA EULÀRIA

SANT VICENT FERRER	St Vicent	971320000
SANT JOAN BAPTISTA	Sant Joan	971333384
SANT LLORENÇ	Sant Llorenç	
SANT MIQUEL	Sant Miquel	971334720
SANTA GERTRUDIS	Sta Gertrudis	971197130
SANT MATEU	Sant Mateu	971805005
SANT CARLES BORROMEIO	Sant Carles	971335335
SANTA EULÀLIA	Sta Eulària	971330072
MARE DE DÉU DE JESÚS	Jesús	971315452
SANTA MARÍA MARE DE L'ESGLÉSIA	Puig d'en Valls	971316119

ARZIPRESTAZGO DE PORTMANY-SALINES

SANT JORDI	Sant Jordi	971396624
SANT FRANCESC DE PAULA	Sant Francesc	
SANT JOSEP	Sant Josep	971800165
MARE DE DÉU DEL CARME	Es Cubells	
SANT AGUSTÍ	Sant Agustí	971342118
SANT ANTONI ABAT	Sant Antoni	971340865
SANTA AGNÈS	Santa Agnès	
SANT RAFEL	Sant Rafel	971198289
SANT FERRAN	Sant Ferran	971328162



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CREDITS AND ACKNOWLEDGMENTS

Texto: Consell de Eivissa
 Diseño: Kokura Design
 Fotografías: Jon Izeta y Muchigraphy
 Más info: ibiza.travel
 Versión revisada 1.0 Gener 2019
 Traducción: 1.1 Gener 2019



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