

NON EU CITIZENS RESIDENT IN CYPRUS

Instructions for NON EU Passport Holders who are Cyprus residents holding a yellow slip or pink slip

Step 1: First you'll need to gather all the documents required by nationals of your home country.

Step 2: First you'll need to attend the Paphos Town Court in order to get your signed and stamped Affidavit. This is a simple process and cost just €5.

- Attached you'll find a sample of the **AFFIDAVIT** however if you go into the main court house building there is a small booth to your left hand side with glass round it, ask the lady there for a freedmen to marry Affidavit form and she will give you one, at first glass it will be in greek but if you look carefully it is also in english. Fill in the blanks with your information, take your passport and any divorce papers with you.
- You'll then need to get the stamp to put on the Affidavit check with the lady in the booth but usually you get this from the first office on the right hand side as you enter the court building, this stamp is like a postage stamp and costs €5 you'll need one each if there is two of you. You'll need to pay in cash for these stamps.
- Once you have the completed form and the stamp take them back to the lady in the glass booth give her the completed form the stamp and your passport, she will check the information and sign and stamp it on behalf of the court.

Step 3: You will need to go personally to the Civil Registry and Migration Department in Nicosia. this has to be done in person by the applicant.

In addition to the documents you are requested to submit according to your nationality, as a third country national that resides permanently in Cyprus you must also submit a non-marriage certificate issued by the Civil Registry and Migration Department upon appointment (<https://crmd.simplybook.pro/v2/>), by submitting the following documents and payment of the relevant fee:

1. Completed application form signed by the applicant. (you can find this here at the bottom of the page, you will need to use google translate to complete the document which is in Greek.
<http://www.moi.gov.cy/moi/CRMD/crmd.nsf/All/12A0C4FE1849410AC2257D1E001EE8E3?OpenDocument>
2. Residence permit (Yellow or Pink Slip) the validity of which should not be less than one month the day of the application for a non-marriage

certificate. If the validity of Temporary residence permit is less than a month (even one day) the applicant must submit receipt of payment of a new application for a temporary residence permit in the Republic of Cyprus.

3. Affidavit that clearly describes his marital status (single/divorced/widow). In case of divorce or widowhood must be stated that the applicant has not been married since the divorce/death of his spouse. The Affidavit should also state the name of the person with whom he intends to get married. (This is the one from the court here in Paphos)
4. Non-marriage certificate from the competent authority of the country of origin of the applicant with an official translation into Greek/English and duly certified. (This is the one from your home country)
5. In case of divorce, a divorce certificate (final) with an official translation into Greek or English and duly certified.
6. In the event of widowhood, death certificate of his spouse with an official translation into Greek or English and duly certified.
7. Valid passport.
8. € 34,17 fee for examination of the above mentioned application and issue the relevant certificate.
9. Location of the office: Population and Immigration Department , 90 [Archbishop Makariou Avenue 3, 1077, Nicosia](#) . **Parking:** There is [public parking](#) opposite The Landmark Hotel. Persons with disabilities may park in the parking lot of the Department building upon presentation of the disability card. Bike racks are available for cyclists in front of the Department building on Makariou Avenue. **Public service hours:** Monday - Friday 08:00 - 14:30

PLEASE NOTE that all public documents issued abroad must:

- a) bear an official translation into Greek or English from a sworn translator
- b) Be certified with APOSTILLE stamp either from
 1. Certified by the Ministry of Foreign Affairs of the country of origin of the applicant and then by the Embassy/Consulate of Cyprus in his country or
 2. The Ministry of Foreign Affairs of the country of origin of the applicant and then the Embassy / Consulate of his country in Cyprus and then certified by the Ministry of Foreign Affairs of Cyprus.

In the instance that the country of origin of the applicant has not signed the Hague Convention of 1961 and there is no Embassy /Consulate in the above mentioned country the documents must be certified by the Ministry of Foreign

Affairs of the country of origin of the applicant and then the nearest Embassy / Consulate which is accredited to Cyprus.

Step 4: Once you have all the documents in place you will be required to attend a meeting at the town hall to apply for your special wedding licence, so let me know once you have them and I will make arrangements for this and attend with you.

AFFIDAVIT

I the undersigned _____ holder of _____ Passport No
 _____ do hereby solemnly declare and say that I am single and
 have never been married before or divorced/widowed since
 _____ and have never been married again. As such I have no
 lawful hindrance or impediment in contracting a marriage with
 _____ with who holds a _____ passport
 No _____ Sworn and signed by me this date _____ at
 the District Court of Paphos

SIGNED: _____

PRINT: _____

Attach Stamp Here

_____Registrar

Sworn and signed before me this date _____ at the District
 Court of Paphos