



Judicial Department
Diocesan Tribunal

Diocese of Brownsville

Catholic Pastoral Center

CHECKLIST FOR FILING FOR AN ANNULMENT

- * **CIVIL DIVORCE MUST BE FINAL.** The Petitioner must present a certified or original Divorce Decree. If civil divorce is **NOT FINALIZED**, the priest, deacon, or canonical advocate **CANNOT** begin the invalidity/annulment process.
- * **A current mailing address and phone number for the Respondent (former spouse) MUST be provided.** Without the Respondent's address, the petition cannot be processed. *If you cannot locate the Respondent, please conduct an online people search and provide a copy of the search results to the Tribunal.*
- * **Required Legal Documents: (Photocopies not acceptable)**
 - ✓ **Certificate of Baptism for the Petitioner and the Respondent** if baptized Catholic/Christian. **Baptismal Certificates must be issued within the last six months.** If applicable, a Certificate of entry into the Catholic Church by Profession of Faith. If the Petitioner cannot provide the Respondent's Baptismal Certificate, the priest or deacon may request it from the church of baptism. The priest or deacon, can also request a copy of the marriage file from the church of marriage.
 - ✓ **Certificate of Marriage from the church where the marriage took place.**
 - ✓ **Original or certified copy of the marriage license.**
 - ✓ **Original or certified copy of the divorce decree.**
- * **FIVE WITNESSES ARE REQUIRED** to participate in the invalidity/annulment process. Before submitting witness names, we recommend the Petitioner contact their witnesses for consent and willingness to participate as a witness in this process. **The Petitioner must provide names, addresses, and phone numbers for all witnesses.** A witness can be anyone who **knew** or **observed** the parties at the time of the wedding, has knowledge of each of the parties and their relationship, is honest, and has agreed to provide detailed written responses about the parties and marriage in question. **Witnesses can be ANYONE EXCEPT the Petitioner or Respondents' children or current spouses'.**
- * After the application has been submitted online by the priest, deacon, or canonical advocate, all required legal documents must be submitted by the parish to the Diocesan Tribunal. **(Please note: Priests and Deacons, if the couple was married at your parish, please mail a copy of the marriage file to the Tribunal).**
- * A **TENTATIVE DATE CANNOT** be set for a wedding or convalidation for either the Petitioner or the Respondent, until the invalidity/annulment process has been **FINALIZED**.

Rev. May 22, 2017