

GLOSSARY:

Petitioner: the person that applies for the Annulment

Respondent: the former spouse of the Petitioner

Case Sponsor: Parish staff member who will assist the Petitioner in gathering the necessary documents to begin the process.

Advocate: Person assigned to handle annulment case from beginning until the Tribunal issues a decision; the Advocate will contact the Petitioner to start the case.

DOCUMENTS THAT ALL PETITIONERS NEED:

- Fully completed **CURRENT “Petition for Investigation of a Marriage Bond”** for each marriage under review (*see Documents section for a copy that can be printed and filled out*)
- **Copy of civil marriage certificate for marriage under review.** IF AT ALL POSSIBLE OBTAIN, ALSO, THE APPLICATION FOR THE CIVIL MARRIAGE LICENSE AND THE LICENSE ITSELF from the County Clerk. For records in Texas since January 1966, contact the Bureau of Vital Statistics, Texas Department of Health, 1100 W 49th St, Austin TX 78756, 1-(888) 963-7111, ext. 2150 or (512) 776-2150, or at <https://www.dshs.state.tx.us/vs/>. For Dallas County, contact the Dallas County Clerk's office at Vitals Division, Records Building, Second Floor, 509 Main Street, Suite 200, Dallas TX 75202-3551, (214) 653-7131 or www.dallascounty.org/records.php
- **Copy of complete, final, signed, civil divorce decree filed in county in which divorce took place for marriage under review.** These documents can be obtained from the District or Circuit Court Clerk. Records in Texas since March 1968 can be obtained from the Bureau of Vital Statistics, Texas Department of Health, 1100 W 49th St, Austin TX 78756, 1- (888) 963-7111, ext. 2150 or (512) 776-2150, or at <http://www.dshs.state.tx.us/vs/>; or if you know it took place in Dallas, contact the District Clerk, 600 Commerce Street, Dallas TX 75202, (214) 653-6136, or www.dallascounty.org/districtclerk/.
- **Current (issued within the last six months) baptismal certificate with notations for Catholic Petitioner** can be obtained from the church of baptism. Submit the original (not a photocopy) of the recently issued certificate.
- **Current (issued within the last six months) baptismal certificate with notations for Catholic Respondent** can be obtained from the church of baptism; or the church of marriage can provide, for the Respondent’s baptismal information, the name of the church and baptismal date from the marriage register. Submit the original (not a photocopy) of the recently issued certificate. (Normally, the Petitioner cannot obtain this certificate but must rely on the Case Sponsor/Advocate or Tribunal to do so.
- **If married in the Catholic Church, copy of the Marriage Certificate and Pre-Nuptial Forms** – from the Church of Catholic Marriage.