



**COPTIC ORTHODOX CHURCH
CLERICAL COUNCIL FOR FAMILY AFFAIRS
AMERICAS DISTRICT**

New Cases Application Instructions

If you are applying for an Ecclesiastical Marriage Permit (EMP), please follow the steps below:

1. Complete the attached application in its entirety. When the application is complete, press print. In the alternative, download the PDF Application and clearly and legibly print your answers by hand.
2. The application consists of the following main parts:
 - I. Applicant Information
 - II. Spouse Information
 - III. Children Information
 - IV. Marriage & Divorce Information
 - V. Case Summary
 - VI. Supporting Documents & Certificates
 - VII. Declaration of Veracity
 - VIII. Waiver and Release
3. Send your completed and printed application along with copies of the supporting documents and certificates by regular mail to the following CCFFAA address:

**Clerical Council for Family Affairs – Americas District
PO Box 1815
New City, New York 10956
USA
Attn.: Fr. Yacob Ghaly, Secretary of the Council**
4. Prepare a cheque in the amount of \$50.00 USD paid in the order of "Coptic Orthodox Diocese of North America." On the memo line, write "CCFFAA Application Fee. Include your cheque with your application and mail to the CCFFAA address.

Incomplete applications or missing/partial fees may result in delay of processing the case.