

92019

Flowchart for marriage Registration

(As per Act 1998 & Rules 1999)

After solemnization of marriage, Submission of application

1 Filling of marriage memorandum in form 'D' by Groom

(Personally as per law) Along with memorandum self-attested documents to be submitted are

- i. Bride & Grooms photo identity proof (Aadhar cards/ Voter Id card/driving Lisence)
- ii. Proof of age – (Birth Certificate / School leaving certificate)
- iii. Proof of residence – (Ration Card, Electric Bill/Telephone Bill/Passport)
- iv. Marriage Invitation Card (if not available, then affidavit on Rs.100/- stamp paper)
- v. If either of Bride/Groom are divorcee, Divorce order of Hon. Court
- vi .If bride or groom is either widow/widower then submit death certificate
- vii. Five photographs of Birde &Groom together & two photographs of Bride, Groom along with 3 witnesses on memorandum along with signatures & thumb impressions of Bride ,Groom & witnesses.

The memorandum along with above mentioned documents to be submitted to following Registrars

Gramsevak - Grampanchyat

Chief officer (Municipal Council)

Medical Superintendent - (Rural Hospital/Sub District Hospital)

Ward Officer (Municipal Corporation ward office)

Medical Officer (Cantonment Boards)

Application has to be submitted to Registrar of either Groom or Bride's residential place

2 Submission of Fees

Sr. No.	Duration after marriage	Fees to be paid (Rs.)
1	If marriage memorandum is submitted within 90 days after solemnization of marriage	50/-
2	If marriage memorandum is submitted after 90 days but before 1 yr. after solemnization of marriage	100/-
3	If marriage memorandum is submitted after 1 year or more after solemnization of marriage	200/-
4	Fees to be paid for inspection of Register application	15/-
5	Fees for obtaining marriage certificate along with application	20/-

The fees should be deposited online in following Govt. Account Head

Major Head - 0030 Stamps & Registration fees

Sub Head - (01) Other Credit amount

(01) (06) Fees collected by Birth, Death, & Marriage Act.

- 00300704/01

- 800 Other Credits

3. Scheduling of appointment with Registrar for signature etc. on memorandum

Bride, Groom & 3 witnesses will remain present in front of registrar along with one physical copy of memorandum & proof of submission of online fees.

4. After submission of memorandum, verification & documents and approval for process of issuing marriage certificate or refusal for marriage registration.

5. Uploading final marriage certificate in format E by putting digital signature & communicating by message or e-mail to concerned Bride/Broom

6. Provision for downloading only one copy of marriage certificate.

7. If memorandum along with documents are not approved, then refusal order in form 'F'

8. If registrar refuses to register marriage then provision in the software to make an appeal to Registrar, marriage bureau & marriage (state level) in form 'G'

9. If it is refused by Registrar (state level) then on the refusal certificate, it should be mentioned that they can appeal in District Courts.

10. Digital records are to be for mentioned on form 'I'

11. If bride/ Groom age is below legal limit then registrar should inform to police and registration of marriage is done after getting Police Report.

92614/8.

Flowchart for marriage Registration

- 1 **Filling of marriage memorandum in form 'D' by Groom along with mandatory documents is to be submitted to following Registrars as per residence of either Bride or Groom**



Gramsevak - Grampanchayat	Chief officer (Municipal Council)	Medical Superintendent - (Rural Hospital/Sub District Hospital)	Ward Officer (Municipal Corporation ward office)	Medical Officer (Cantonment Boards)
------------------------------	---	--	---	---



- 2 **Online Submission of Fees as per norms on Govt. Account Head**



3. **Request for Scheduling of appointment with Registrar for signature etc. on memorandum**



4. **Confirmation of appointment by Registrar**



5. **Digitalized documentation of physical visit of Bride, Groom & 3 witnesses**



Approval for process for marriage registration.	Disapproval for process for marriage registration.
	
Uploading final marriage certificate in format E by putting digital signature & communicating by message or e-mail to concerned Bride/Groom	If memorandum along with documents are not approved, then refusal order in form 'F'
	
Provision for downloading only one copy of marriage certificate.	

8. If registrar refuses to register marriage then provision in the software to make an appeal to Registrar, marriage bureau & marriage (state level) in form 'G' and confirm the appointment



9. Provision of uploading refusal certificate and if it is refused by Registrar (state level) then on the refusal certificate, it should be mentioned that they can appeal in District Courts.



Provision for downloading refusal certificate .

10. Saved Digital records are to be for mentioned on form 'I'



11. If bride/ Groorn age is below legal limit then registrar should inform to police and registration of marriage is done after getting Police Report.