பதிவுத்துறை
REGISTRATION DEPARTMENT

TAMIL NADU MARRIAGE:

CITIZEN'S PORTAL USER MANUAL

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Following is the legend of icons / signs / symbols used in this User Manual

Buttons/Icons	Functionality	Usage/Remarks
Previous	Previous	To go back to the previous tab / section
Next	Next	To move to next tab
Proceed	Proceed	To save data on screen and proceed to the next Tab
Update	Update	While editing a record, to save the modified data
Cancel	Cancel	To cancel all data entered in the current step
Add	Add	To add another record in the table
Reset	Reset	To clear screen of all values entered and populate the default values on screen
	Edit	To Modify/change data entered
	Delete	To delete data entered
	Mandatory	Values for these fields must be entered
	Check box	To select a given option
	Search	To search for File from database
Search	Search	To search to a file after providing file details
Tamil English	Radio Button	To select between two options given
Save as Draft	Save as Draft	To save the present data entered as a draft to continue later
Save and Continue	Save and Continue	To save the present data entered and continue further

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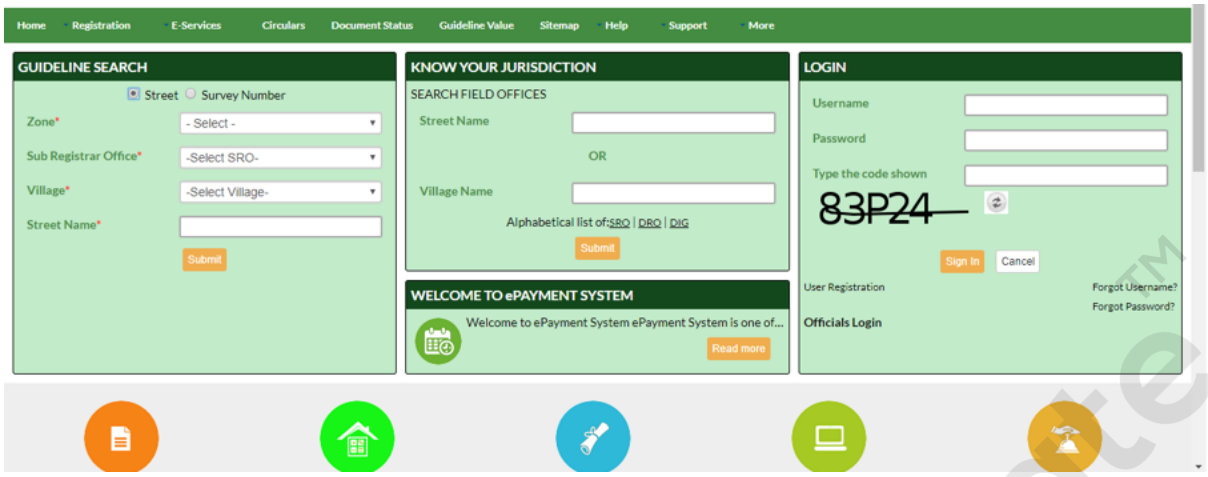

FIGURE 1: LOGIN PAGE

Step 1: Login to the website with user name and password

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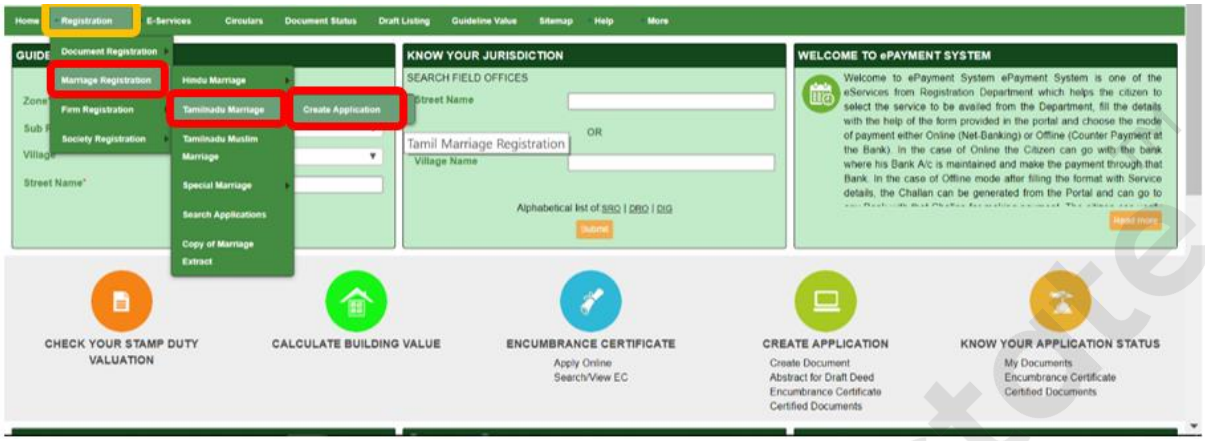

FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To register for a Tamilnadu Marriage, click on Registration

Step 2: Then select Marriage registration

Step 3: Then click on Create Application under Tamilnadu Marriage

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Home | Registration | E-Services | Circulars | Document Status | Draft Listing | Guideline Value | Sitemap | Help | Support | More

Home > Registration > Marriage Registration > Tamilnadu Marriage > **Create Application**

TamilNadu Registration of Marriages Act 2009

TamilNadu Registration of Marriages Act 2009:

The TamilNadu Registration of Marriages Act 2009 along with marriage Rules 2009 have into force from 24.11.2009.

Marriages to be compulsorily registered:

As per section 3 of the Act, every marriage performed on and from the date of Commencement of this act has to be registered under this act, notwithstanding the fact that the said marriage had been entered in the marriage registers governed by the other personal laws of the parties to the marriage or custom or usage or tradition.

Memorandum of Marriage:

The parties to a marriage shall prepare a memorandum in such a prescribed form in duplicate and shall deliver it in person or send by post to the concerned Registrar of the Marriages, where the marriage is performed within 90 days from the date of marriage with a fees of Rs.100/-. Memorandum shall be sent for a further period of 60 days after the expiry of said 90 days, with the payment of fee of Rs. 150/-.

Appeal:

Any person aggrieved by the order of the Registrar under section 7 may within a period of 30 days from the receipt of order, appeal to District Registrar. If aggrieved by the District Registrar may appeal to Registrar General within the time and the decision of Registrar General on a appeal shall be final.

Fee Detail for Hindu Marriage:

i. For the registration of Marriage which will be exclusive of any other fees levied by devasthanam for marriages in temples-> Rs.100.00

ii. For a certified copy of an entry in Hindu Marriage Register-> Rs.10.00

iii. For making a search.

iv. For registering a marriage at any place outside the office of the Marriage Registrar to be appreciated by the Marriage Registrar in addition to the fee in entry(i) above-> Rs. 50.00

v. Application fees for registering a marraige at any place outside the office of the Marriage Registrar-> Rs.200.00.

Proceed for Tamil Nadu Marriage Act (For religions such as Hindu, Muslim, Christian, Others)

Online Services	Search	Duty and Fees	Reference	Download	External Links	Legal Information	Quick Contact
Encumbrance Certificate	Stamp Vendor Search/View EC	Duty and Fees	Citizen Charter Tell me How User Manual STAR	Utility Forms Circulars Latha Font Typewriter Interface Tool Typewriter Interface Manual Rupee Symbol	National Portal	Privacy Policy Hyper Linking Policy Copyright Policy Terms & Conditions	Address: No.100, Santhome High Road, Chennai-600028, Tamil Nadu, India Telephone: 044-24640160 Fax: 044-24642774 E-mail: helpdesk@tnreginet.net

"Bribe giving and receiving is an offence. Complaints about demand for bribe may be made in person or over phone to the directorate of Vigilance and Anti-corruption, No.293, M.K.N.Road, Alandur, Chennai-16 or to the local Vigilance Office. Website: www.dvac.tn.gov.in"
Phone Nos:(044) 22310989/22321090/22321085/22342142; FAX: 044-22321005.
"For Election Related Information : www.elections.tn.gov.in"

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	Driving License (or)
	Passport or Visa
3. AGE	Birth Certificate (or)
	School/College Certificate (or)
	Passport / Visa

In addition to the above memorandum in duplicate with 4 passport size photograph for bride and 4 passport size photograph for bridegroom should be submitted.

Fee

i)	For the registeration of a Marriage which will be exclusive of any other fees levied by devasthanam for marriages in temples	Rs.100.00
ii)	For a certified copy of an entry in Hindu Marriage Register :	Rs.10.00
iii)	For making a search	
	a) if the entry is of the current	Rs. 10.00
	b) if the entry relates to any previous year or years (for each such year)	Rs. 10.00
iv)	For Registering a marriage at any place outside the office of the Marriage Registrar to be appropriated by the Marriage Registrar in addition to the fee in entry (i) above	Rs. 50.00
v)	Application fees for registering a marriage at any place outside the office of the marriage Registrar	Rs.200.00
Provided that no search fee shall be levied for grant of a certified copy of an entry in the Hindu Marriage Register on application at the time of registration of Marriage.		
Provided further that an application fee of Rupees live in the shape of court fee labels affixed to the application shall be levied for each of application presented for grant of such certified copy.		

ii. Registration of Marriage Under Tamilnadu Registration of Marriage Act .

- Marriages solemnized under any personal law can be registered.
- Bridegroom/Bride should have completed 21/18 rears respectively.
- it can be registered within in 90 days without fine and within 90-150 days with fine.After that it can not be registered.
- Proof of marriage
- The following place should fall within the jurisdiction of the Registering officer.

FIGURE 3: GUIDELINES TO BE FOLLOWED TAMILNADU MARRIAGE REGISTRATION

Step 1: Guidelines to be followed if registering under the Tamilnadu Marriage registration

Step 2: Both the Bridegroom and Bride must be 21yrs and 18yrs of age respectively

Step 3: Marriages solemnized under any personal Law can be registered.

Step 4 Registration must be done within 90 days without fine and between 90-150 days with fine, beyond that it cannot be registered.

Step 5: Solemnization place should fall under the jurisdiction of the registering officer

Step 6 Proof of Marriage, Residence, and Age must be provided for both the Bride and the Bridegroom. Id card for two witnesses must be produced.

Step 7: 4 passport size photos of both the Bride and Bridegroom

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FIGURE 4: DOWRY PROHIBITION

Click on Proceed for Registration

1. MARRIAGE DETAILS

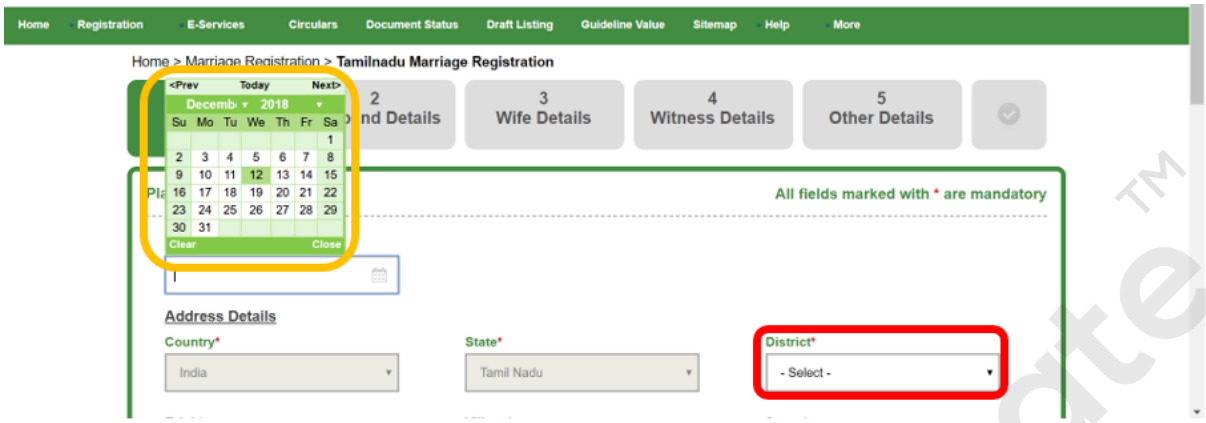

FIGURE 5: MARRIAGE DETAILS 1

Step 1: Select the Marriage date from the Calendar menu

Step 2: Select the District where the marriage took place

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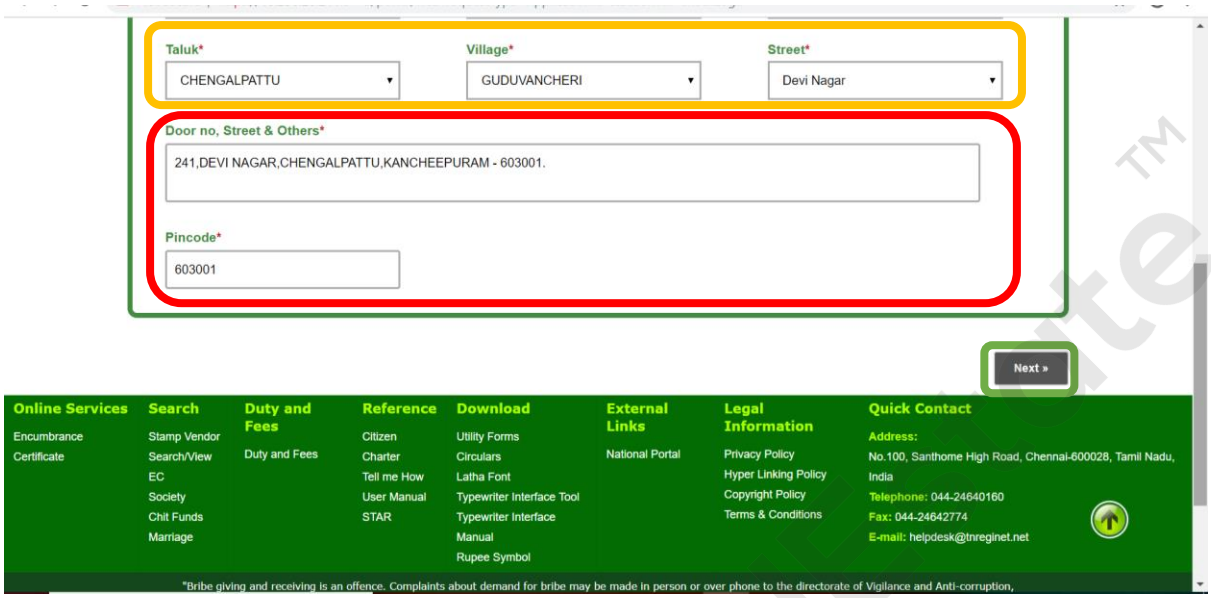

FIGURE 5: MARRIAGE DETAILS 2

Step 1: Select the Taluk, Village and Street from the drop-down menu

Step 2: Enter the Door no, street & others

Step 3: Enter the Pincode

Step 4: Click on Next to go to the next page

2. HUSBAND DETAILS

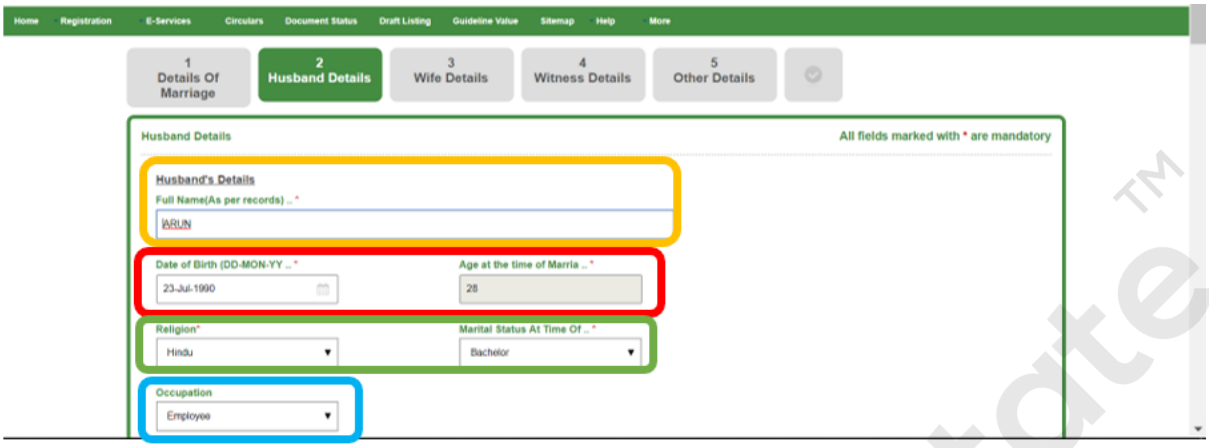

FIGURE 6: HUSBAND'S DETAILS 1

Step 1: Enter the Husband's Name as per records

Step 2: Select the Date of Birth from the calendar Menu, the age is automatically populated. Note: The Bridegroom's age must not be less than 21 yrs.

Step 3: Select the Religion and Marital Status (at the time of marriage) from the drop-down menu

Step 4: Select the occupation of the husband from the drop-down menu

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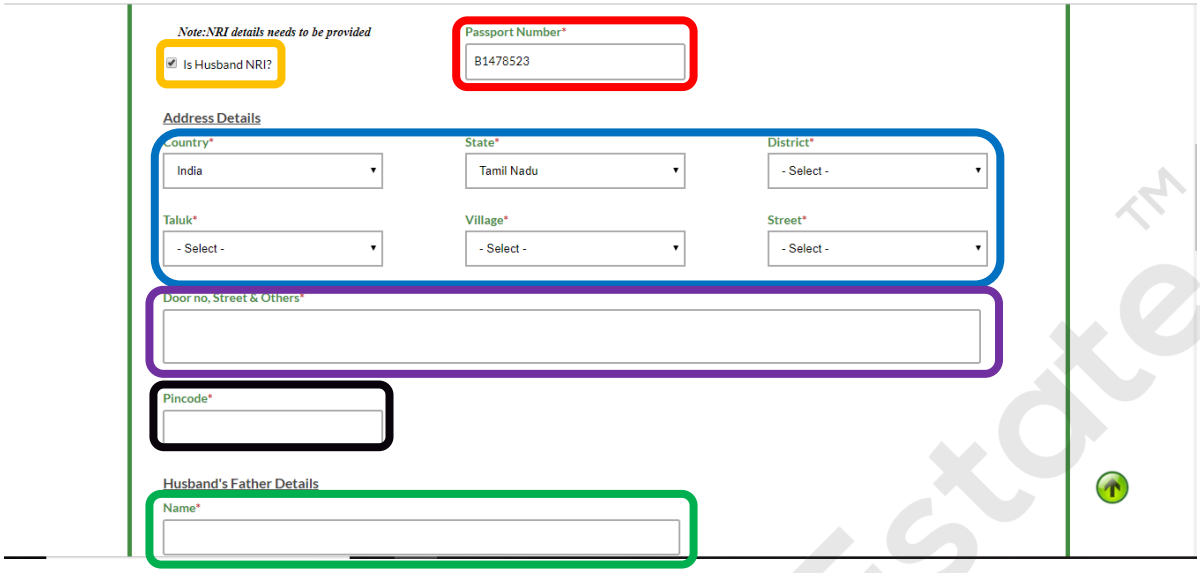

FIGURE 7: HUSBAND'S DETAILS 2

Step 1: If only the husband/ wife is an NRI then check the box is husband NRI

Step 2: Enter the Husband's Passport number

Step 3: Fill in the address details by selecting Country, State, District, Taluk, Village and Street from the drop-down menu

Step 4: Enter the Door no street and others in the space provided.

Step 5: Enter the Pincode

Step 6: Under Husband Father's Details enter the Name

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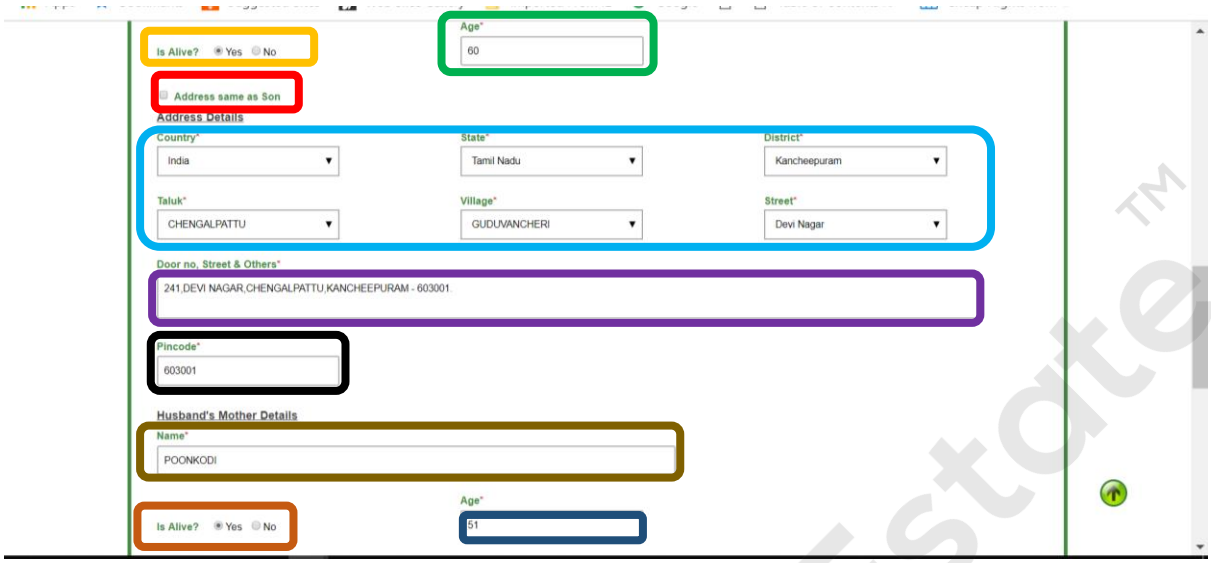

FIGURE 8: HUSBAND'S FATHER DETAILS

Step 1: Select if Husband's father is alive or not, if he is not alive then select the option as No and the rest of the details for Husband's father gets deactivated.

Step 2: If Husband's father is alive then click Yes and then enter his age.

Step 3: If the Address is Same as Son, then check Address same as son and the address details are automatically populated

Step 4: If the address is not the same then fill in the address details by selecting Country, State, District, Taluk, Village and Street from the drop-down menu

Step 5: Enter the Door no street and others in the space provided.

Step 6: Enter the Pincode

Step 7: Enter the Husband's Mother Name

Step 8: Select if Husband's mother is alive or not, if she is not alive then select the option as No and the rest of the details for Husband's mother gets deactivated.

Step 9: If Husband's mother is alive then click Yes and then enter her age

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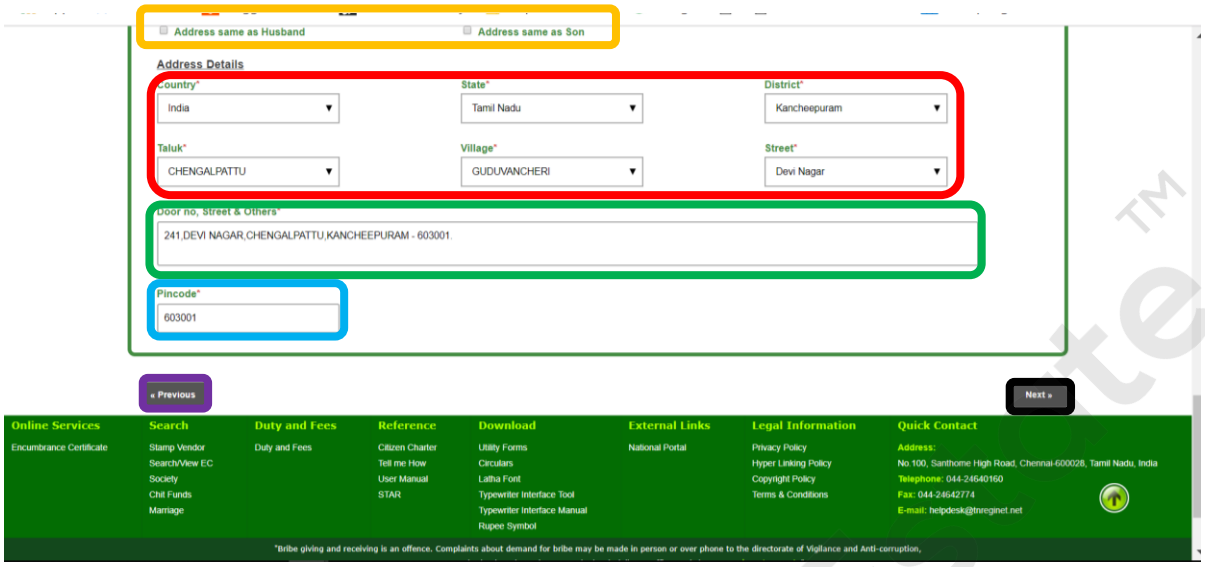

FIGURE 9: HUSBAND'S MOTHER DETAILS

Step 1: If the Address is Same as Son or Husband, then check Address same as son or Address same as husband the address details are automatically populated

Step 2: If the address is not the same then fill in the address details by selecting Country, State, District, Taluk, Village and Street from the drop-down menu

Step 3: Enter the Door no street and others in the space provided.

Step 4: Enter the Pincode

Step 5: Click on Previous to go to the previous page or click on Next to go to the next page

3. WIFE DETAILS

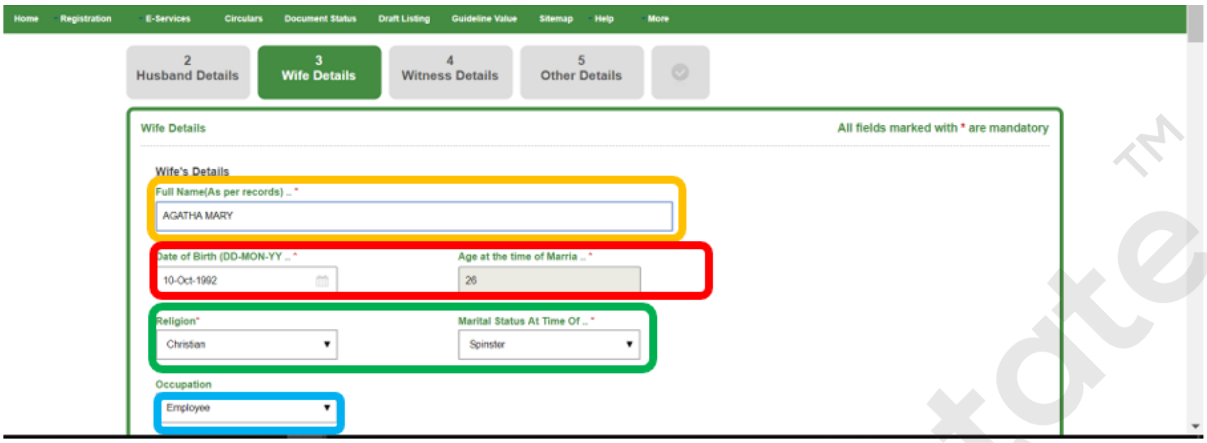

FIGURE 10: WIFE DETAILS 1

Step 1: Enter the Wife's Name as per records

Step 2: Select the Date of Birth from the calendar Menu, the age is automatically populated. The Wife's age must not be less than 18 yrs.

Step 3: Select the Religion and Marital Status (at the time of marriage) from the drop-down menu

Step 4: Select the occupation

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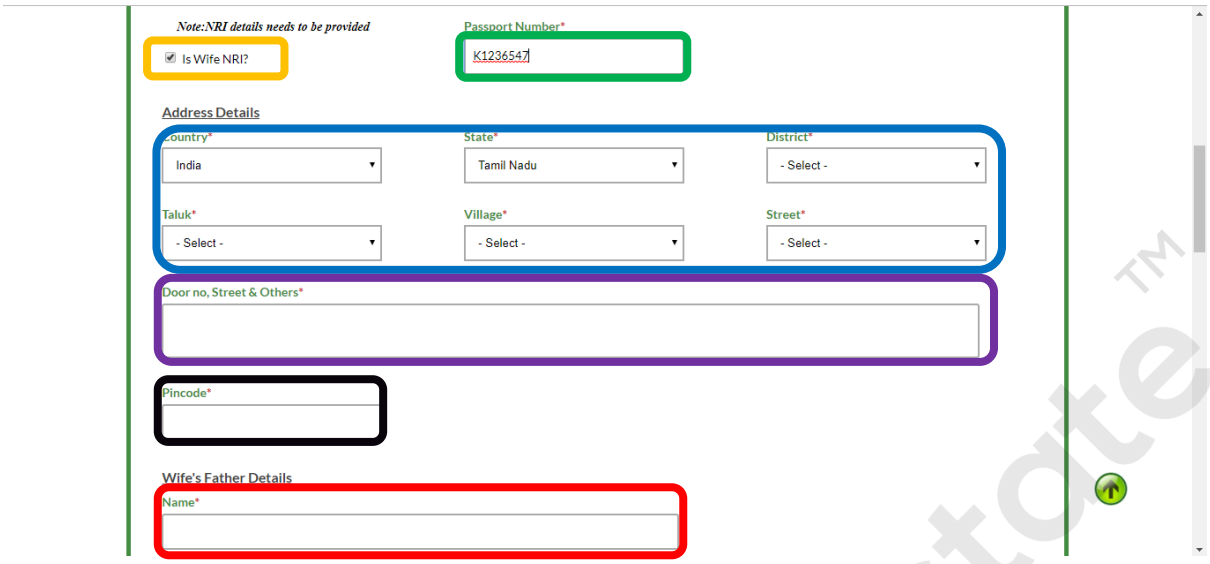

FIGURE 11: WIFE DETAILS 3

Step 1: If only the husband/ wife is an NRI then check the box is wife NRI

Step 2: Enter the Wife's Passport number

Step 3: Fill in the address details by selecting Country, State, District, Taluk, Village and Street from the drop-down menu

Step 4 Enter the Door no street and others in the space provided.

Step 5: Enter the Pincode

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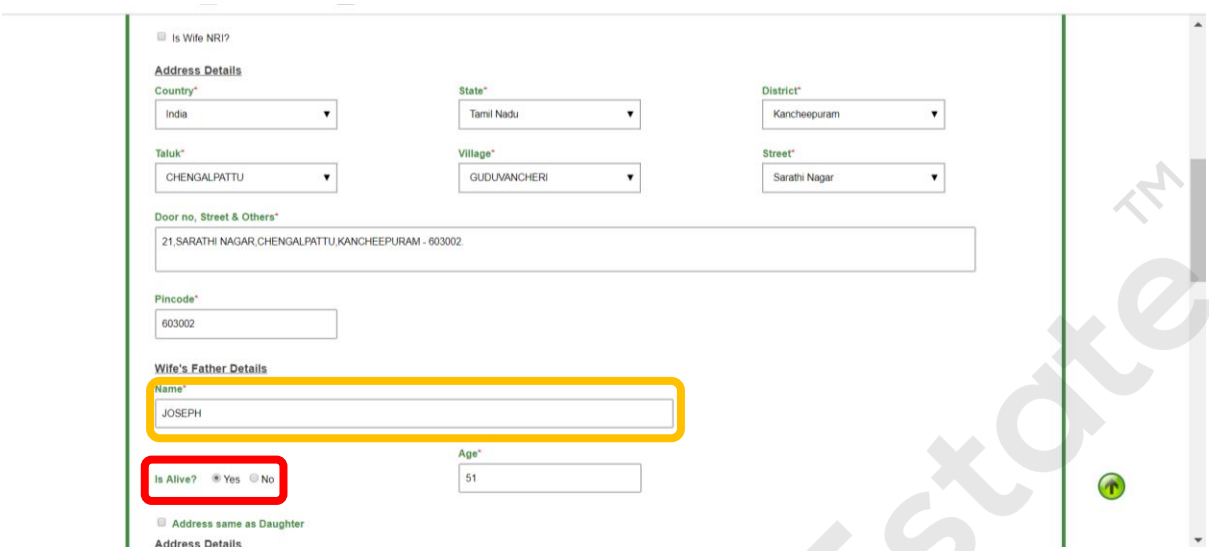

FIGURE 12: WIFE'S FATHER DETAILS

Step 1: Under Wife's Father details enter the Name

Step 2: Select if Wife's Father is alive or not, if Wife's Father is not alive then select the option as No and the rest of the details for Wife's father gets deactivated.

Step 3: If Wife's Father is alive then click Yes and then enter his age.

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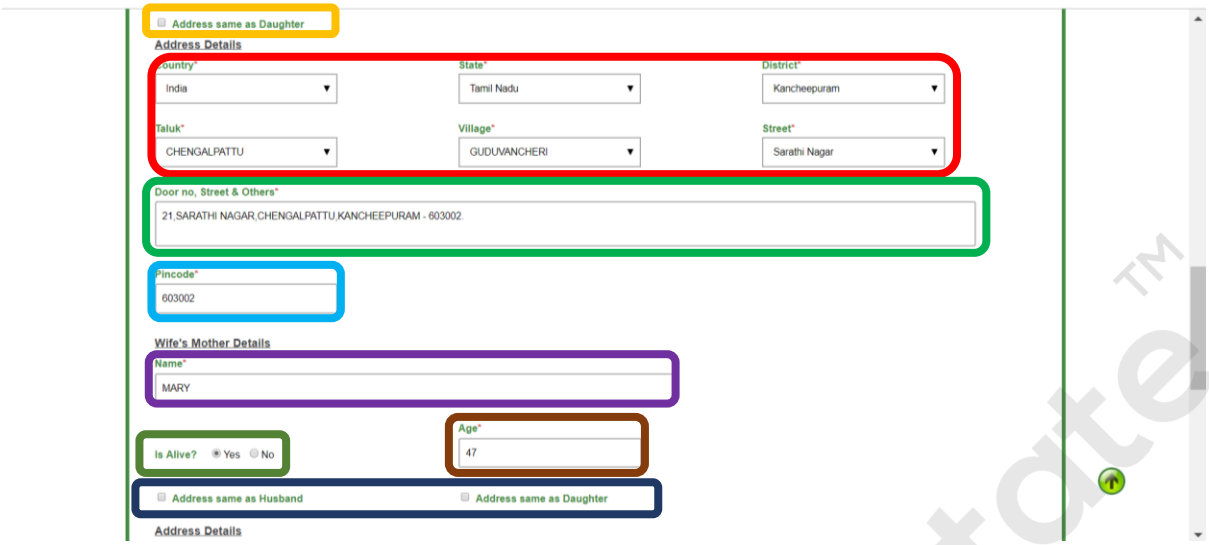

FIGURE 13: WIFE'S MOTHER DETAILS 1

Step 1: If the Address is Same as daughter, then check Address same as daughter the address details are automatically populated

Step 2: If the address is not the same then fill in the address details by selecting Country, State, District, Taluk, Village and Street from the drop-down menu

Step 3: Enter the Door no street and others in the space provided.

Step 4: Enter the Pincode

Step 5: Enter the Wife's Mother name

Step 6: Select if Wife's mother is alive or not, if she is not alive then select the option as No and the rest of the details for Wife's mother gets deactivated.

Step 7: If Wife's mother is alive then click Yes and then enter her age

Step 8: If the Address is Same as Husband or Address same as daughter, then check Address same as husband or Address same as daughter the address details are automatically populated

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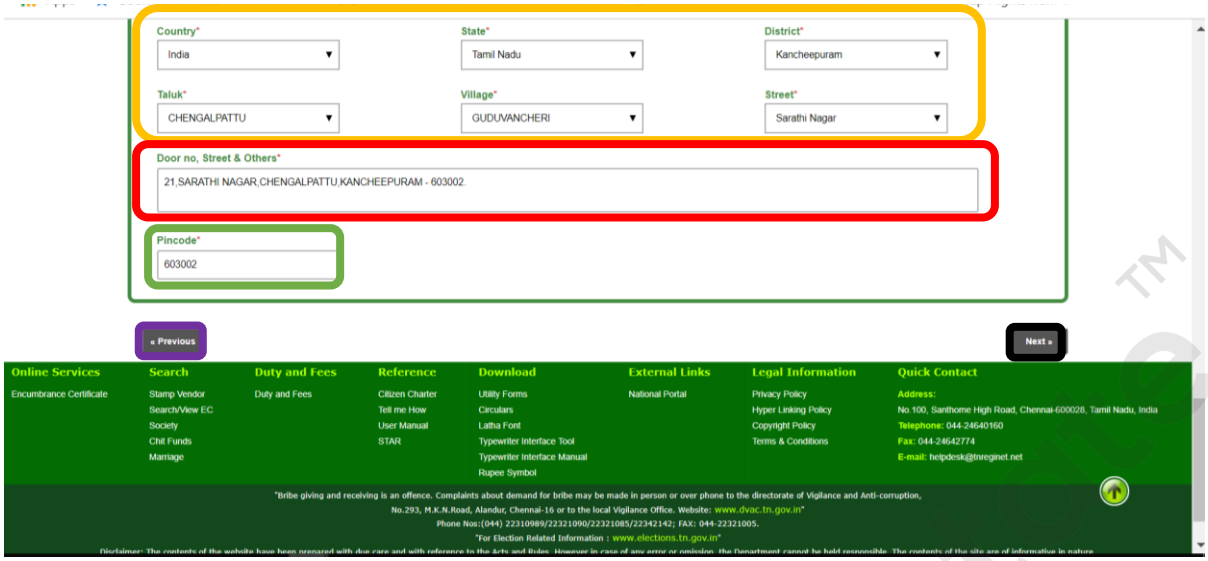

FIGURE 14: WIFE'S MOTHER DETAILS 2

Step 1: If the address is not the same then fill in the address details by selecting Country, State, District, Taluk, Village and Street from the drop-down menu

Step 2: Enter the Door no street and others in the space provided.

Step 3: Enter the Pincode

Step 4: If the details need to be checked or edited Click on Previous else click on Next to go to the next page

4. WITNESS DETAILS

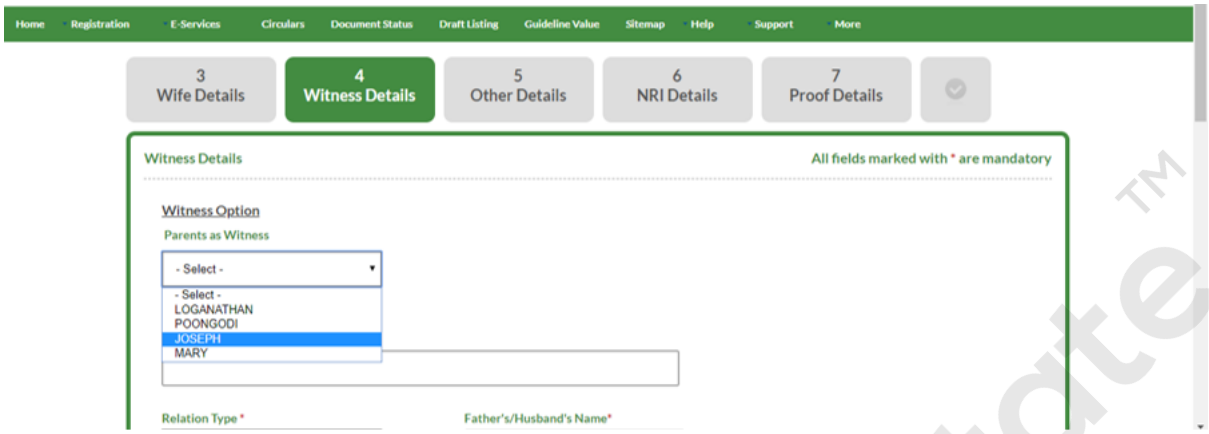

FIGURE 15: WITNESS DETAILS 1

Step 1: Once wife details is over it goes to the witness details page

Step 2: Select Parents as witness from the drop-down menu if parent is acting as witness and the witness details are automatically populated

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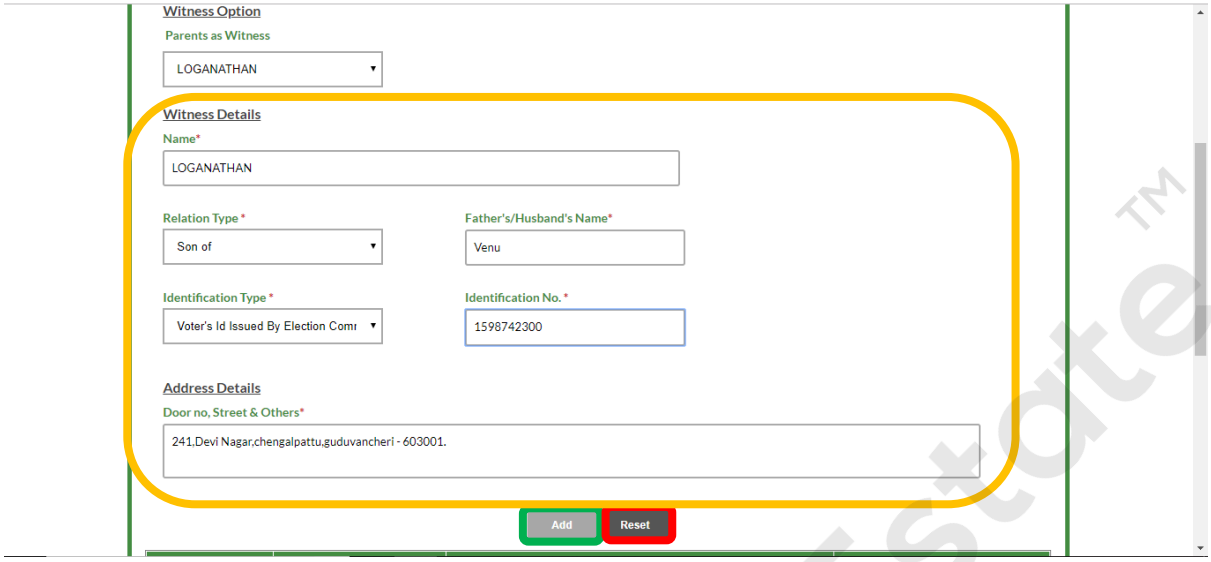

FIGURE 16: WITNESS DETAILS 2

Step 1: For other witnesses manually enter Name, Relation Type, Father's/husband's name, dentification type, Identification no and Address details

Click on Add button for the witness details to be added in the tabular column below. Click on Reset to clear all the fields

Note: A minimum of two witnesses is required for Tamilnadu Marriage Registration

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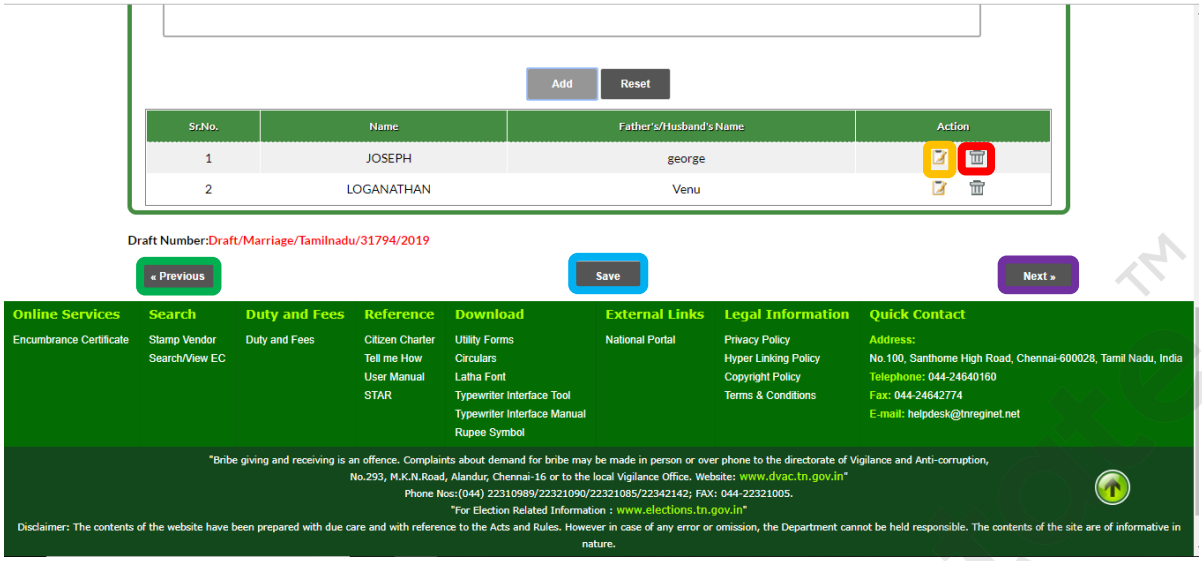

FIGURE 17: WITNESS DETAILS 3

Step 1: Once the witness details is added in the tabular column, click beside the added witness details in the tabular column to edit any details if needed or to delete that particular witness details.

Step 2: If the details need to be checked or edited Click on Previous if you want to save and continue later click on Save else click on Next to go to the next page

5. OTHER DETAILS

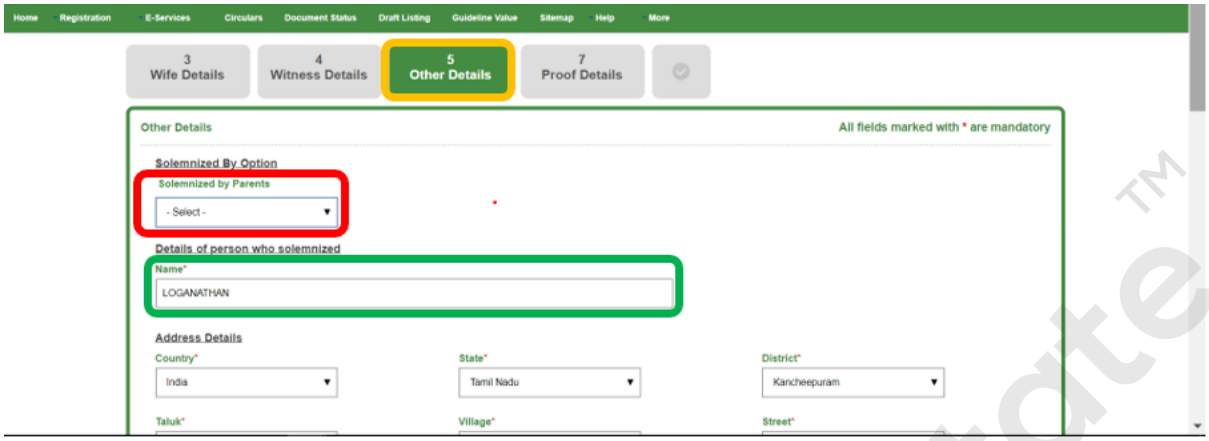

FIGURE 18: OTHER DETAILS 1

Step 1: On Clicking the next tab it goes to the Other details page

Step 2: Select the Solemnized by Parents option if the marriage was solemnized by the parent

Step 3: The details of the parent is automatically populated.

Step 4: If not solemnized by parent, then manually enter all the fields.

Step 5: Enter the name of the person who solemnized it

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FIGURE 19: OTHER DETAILS 2

Step 1: Fill in the address details by selecting Country, State, District, Taluk, Village and Street from the drop-down menu

Step 2: Enter the Door no street and others in the space provided.

Step 3: Enter the Pincode

Step 4: Select yes or No to whether the marriage was previously registered under any other act or personal law

Step 5: Select the Sub Registrar's office from the drop-down menu, where the marriage is being registered and No of copies of marriage certificate required.

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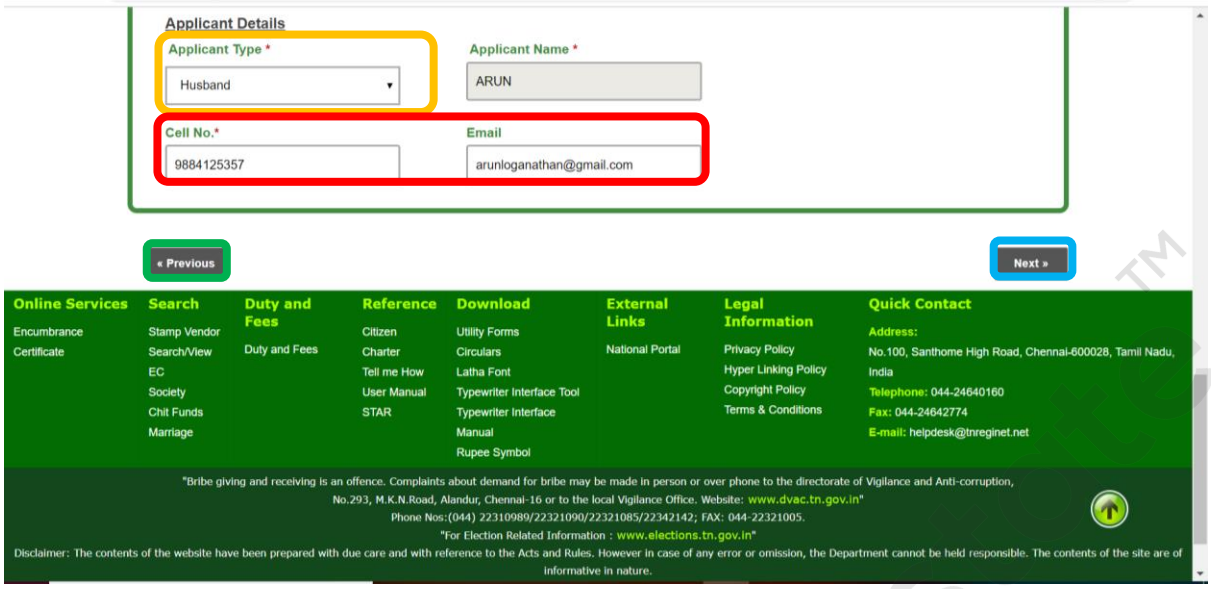

FIGURE 20: OTHER DETAILS 3

Step 1: Enter the Applicant Details, on selecting the Applicant the name gets automatically populated

Step 2: Enter the Cell no and Email id

Step 3: If the details need to be checked Click on Previous, else click on Next to go to the next page

6. NRI DETAILS

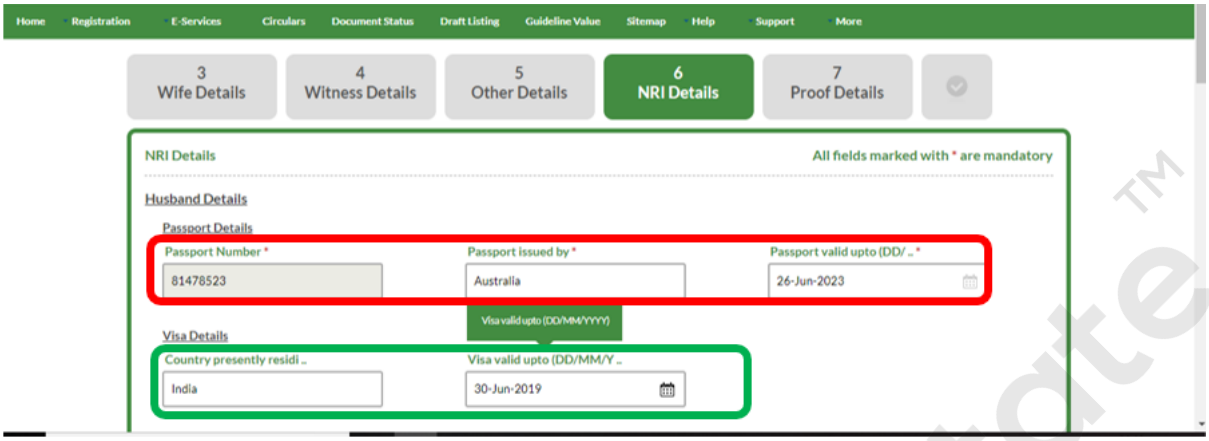

FIGURE 21: NRI DETAILS HUSBAND

Step 1: If the Husband or Wife is an NRI then NRI Details page gets activated

Step 2: Under Husband Details enter the Passport number, Passport issued by, Passport valid upto

Step 3: Enter the Visa details: country presently residing and the validity of the visa

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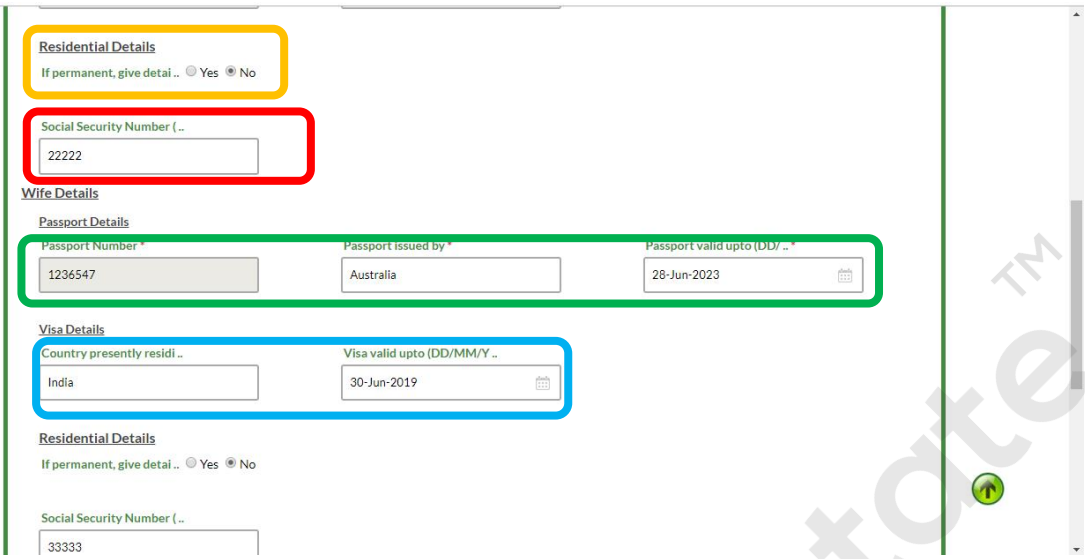

FIGURE 22: VISA DETAILS

Step 1: Enter the Residential details: Check the box if Permanent resident or not

Step 2: If yes then enter the Social Security number else click on No

Step 3: Under Wife Details enter the Passport number, Passport issued by, Passport valid upto

Step 4: Enter the Visa details: country presently residing and the validity of the visa

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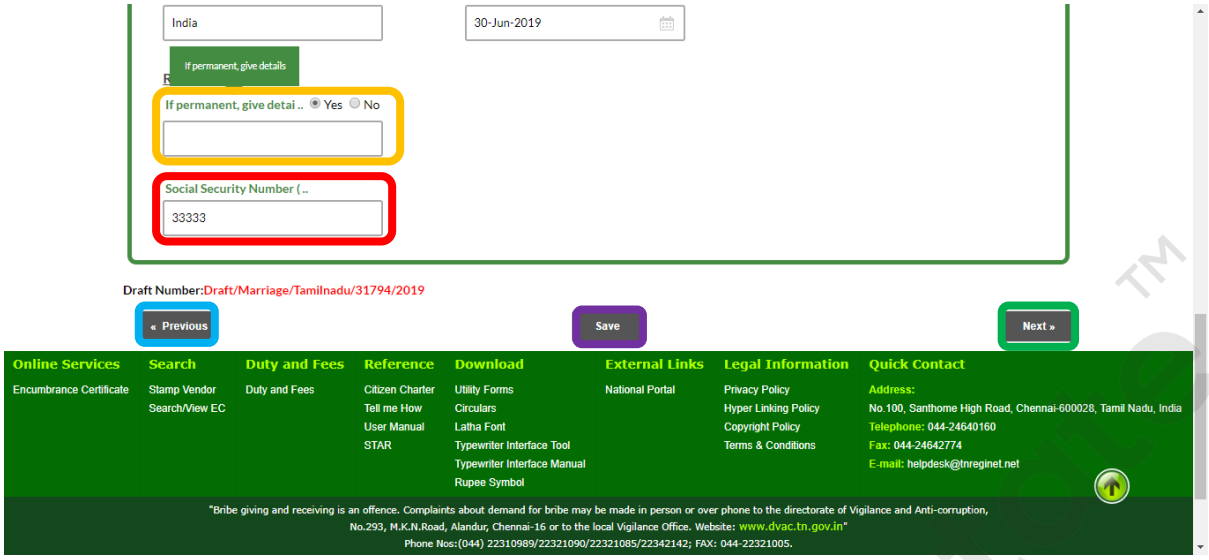

FIGURE 23: NRI DETAILS WIFE

Step 1: Enter the Residential details: Check the box if Permanent resident or not

Step 2: If yes then enter the Social Security number

Step 3: If the details need to be checked or edited Click on Previous if you want to save and continue later click on Save else click on Next to go to the next page

7. PROOF DETAILS

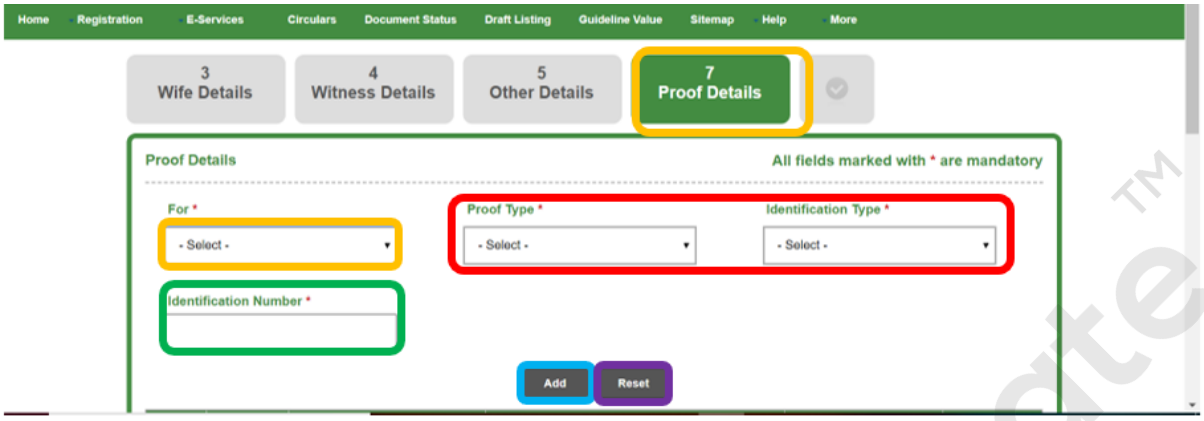

FIGURE 24: PROOF DETAILS HUSBAND AND WIFE 1

Step 1: Select for whom the proof details is to be entered Husband/ Wife

Step 2: Select the Proof Type and the identification type

Step 3: Enter the Identification Number of the proof

Step 4: Once details of Husband is entered, click on the Add button and enter the proof details of wife. Click on the Reset to clear the fields

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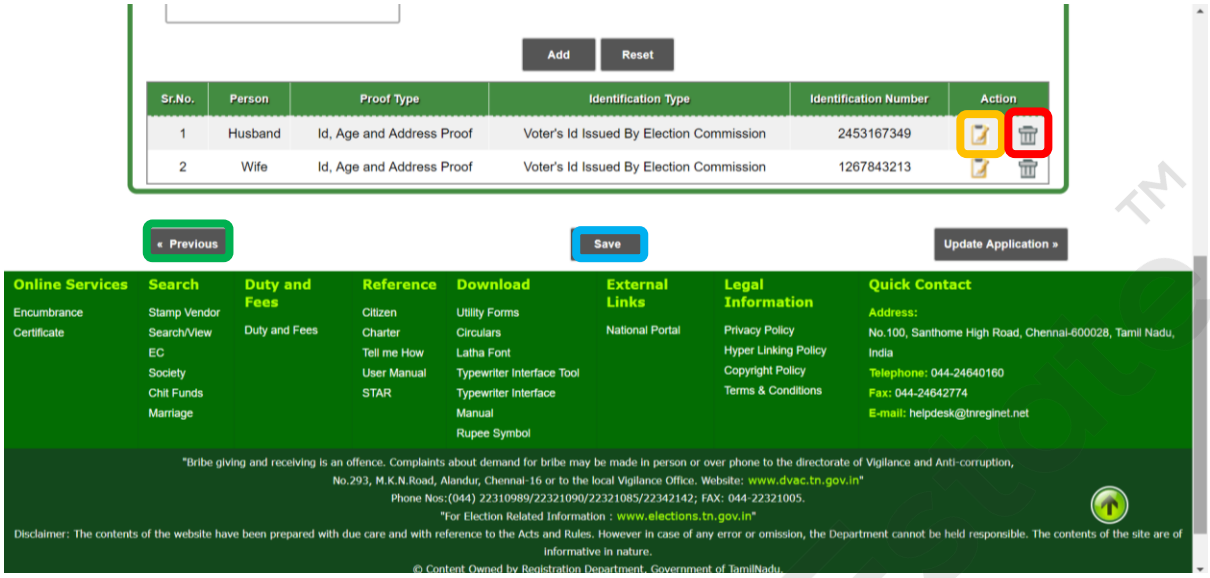

FIGURE 25: PROOF DETAILS HUSBAND AND WIFE 2

Step 1: Once the proof details is added in the tabular column, click beside the proof details in the tabular column to edit any details if needed or to delete that particular proof details.

Step 2: If the details need to be checked or edited Click on Previous if you want to save and continue later click on Save else click on Update Application to update the details.

8. E- PAYMENT

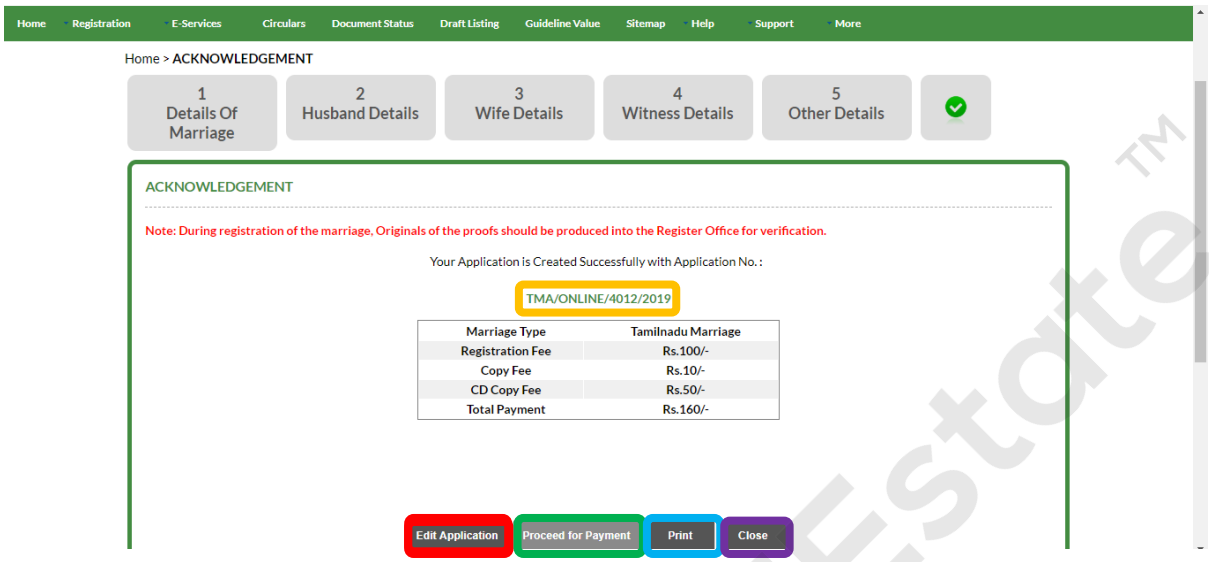

FIGURE 26: E-PAYMENT 1

Step 1: Once the Application is created successfully the above page is displayed with the Application No

Step 2: The fee break up and the total payment is given in the grid.

Step 3: To make any changes click on Edit Application

Step 4: To make a payment click on proceed for payment

Step 5: To Print a copy of the Acknowledgement click on Print or to leave the page click on Close

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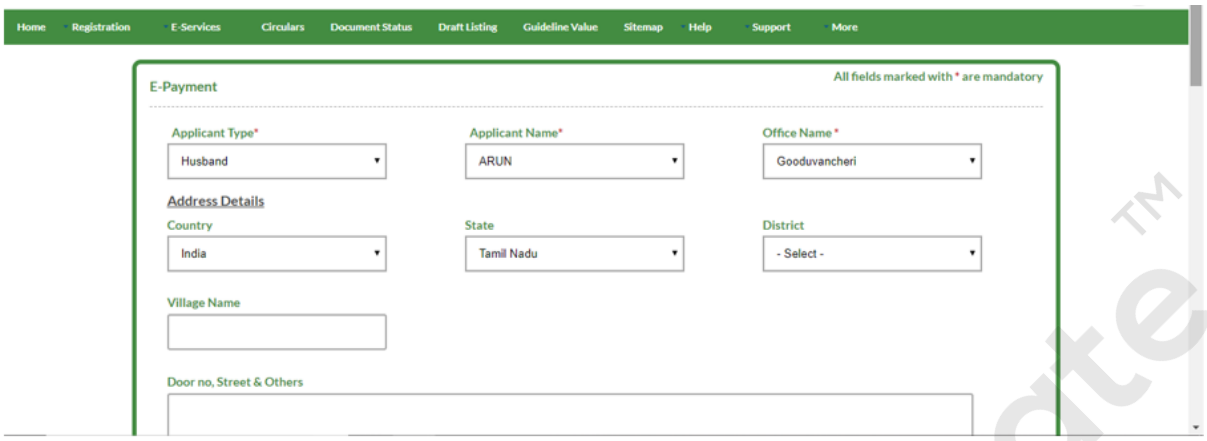

FIGURE 27: E- PAYMENT 2

For the E- payment, enter the Applicant type, the other details are automatically populated

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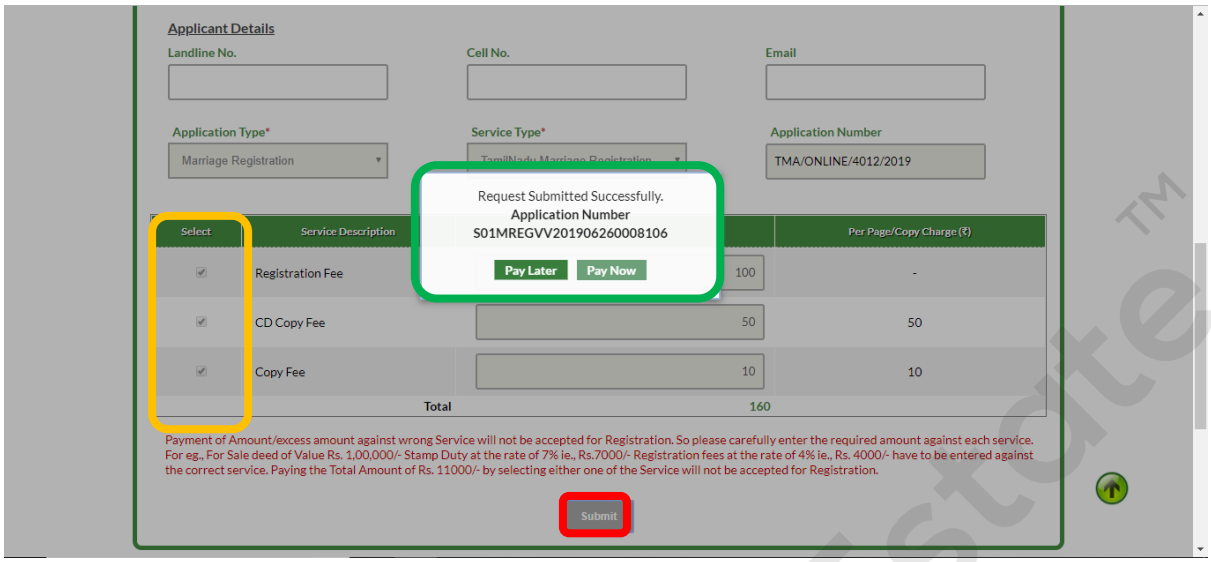

FIGURE 28: E – PAYMENT 3

Step 1: Check the fees to be paid in the tabular column

Step 2: Click on the Submit button

Step 3: The request is submitted and a pop-up box appears asking whether the payment will be made now or later

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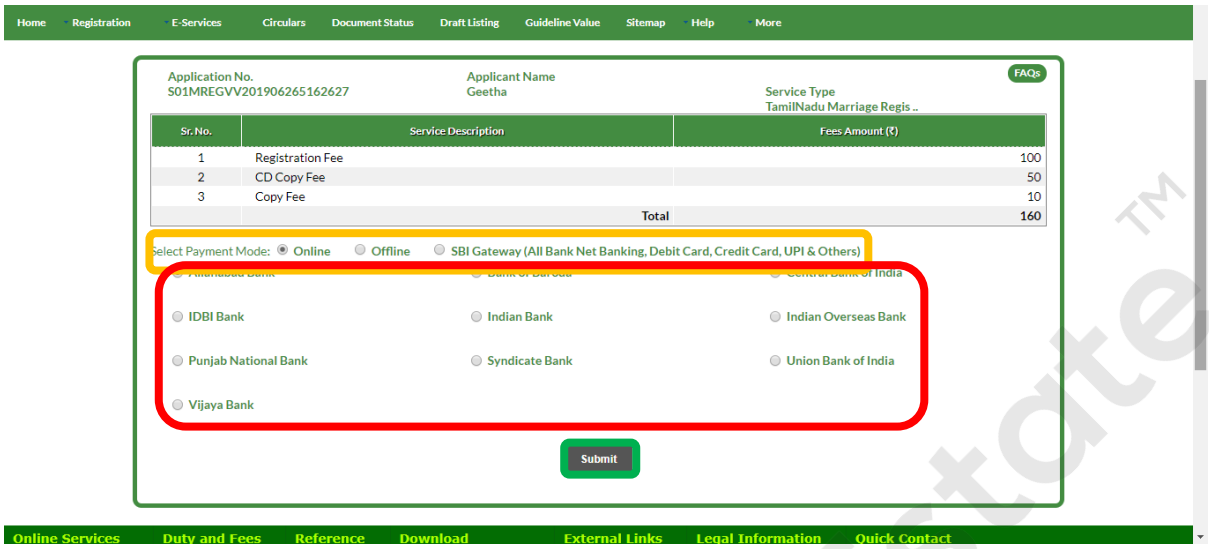

FIGURE 29: PAYMENT GATEWAY

Step 1: On clicking on Pay now, the site takes us to a payment gateway

Step 2: Select the mode of payment either online or offline or through SBI Gateway

Step 3: Select the Bank and click on the Submit button

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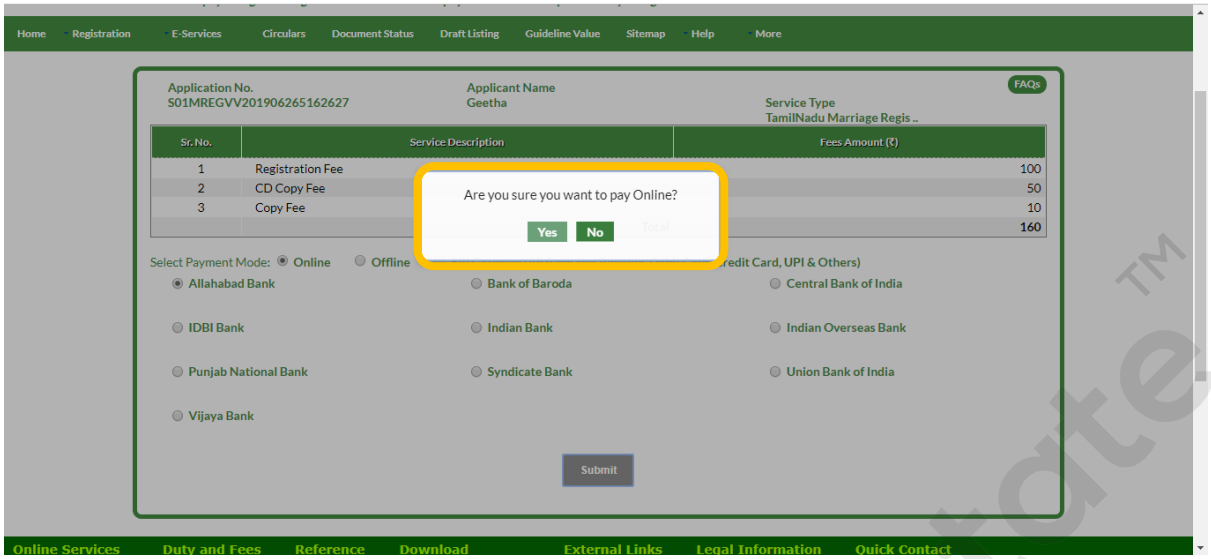

FIGURE 30: ONLINE CONFIRMATION

Confirm if you want to pay online

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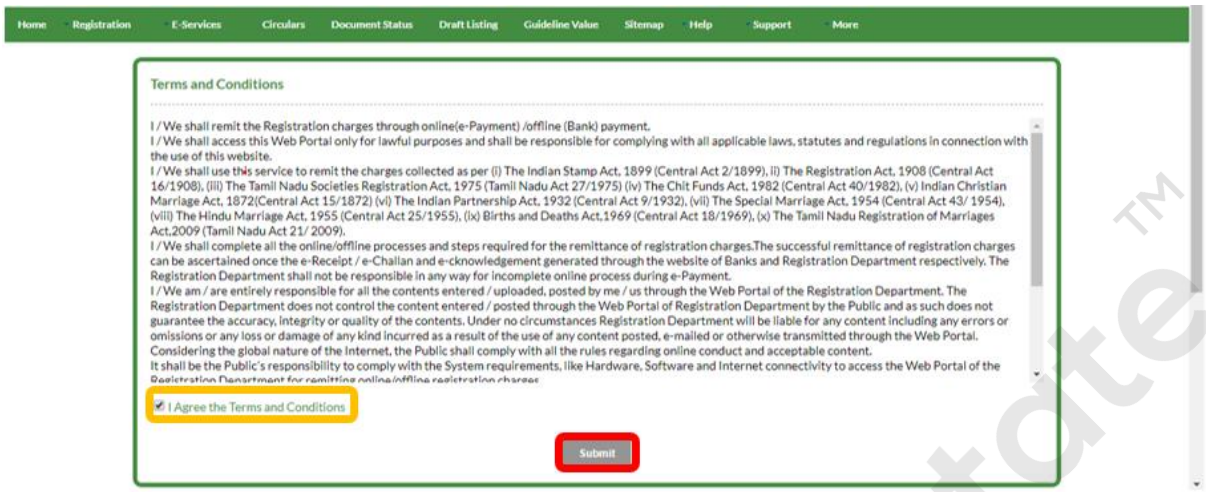

FIGURE 31: TERMS AND CONDITIONS

Step 1: Read the terms and conditions then check the box I Agree to the terms and conditions

Step 2: Click on the Submit button

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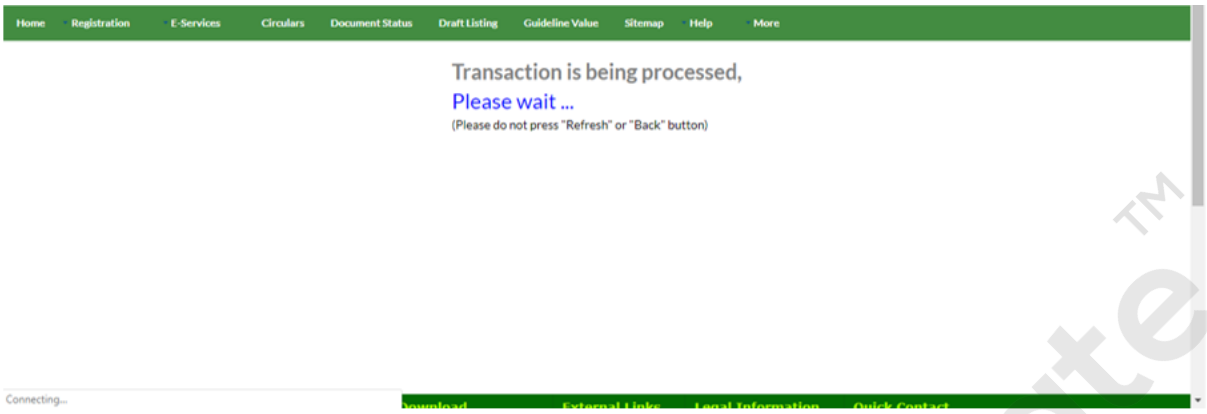

FIGURE 32: TRANSACTION PROCESSING

Step 1: The page is directed to the selected banks payment gateway.

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FIGURE 33: ONLINE PAYMENT 1

The page is directed to a payment gateway for online payment

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FIGURE 34: ONLINE PAYMENT 2

On logging in complete the payment process

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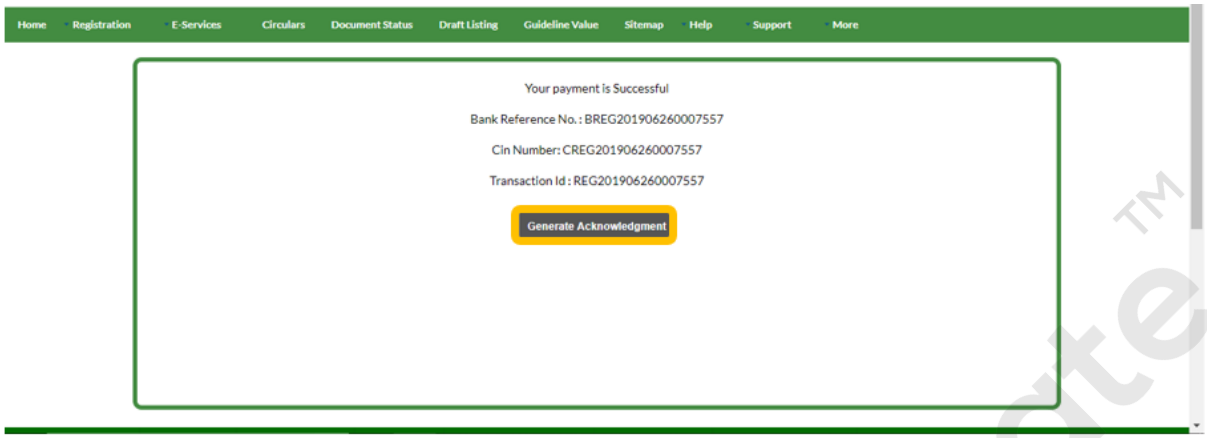

FIGURE 35: ACKNOWLEDGEMENT 1

On the payment being successfully completed an acknowledgement screen comes with reference number. Click on Generate Acknowledgement

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FIGURE 36: ACKNOWLEDGEMENT 1

On clicking on Generate Acknowledgement, a pdf file of the transaction is created and can be downloaded by clicking on click here. Then click ok.

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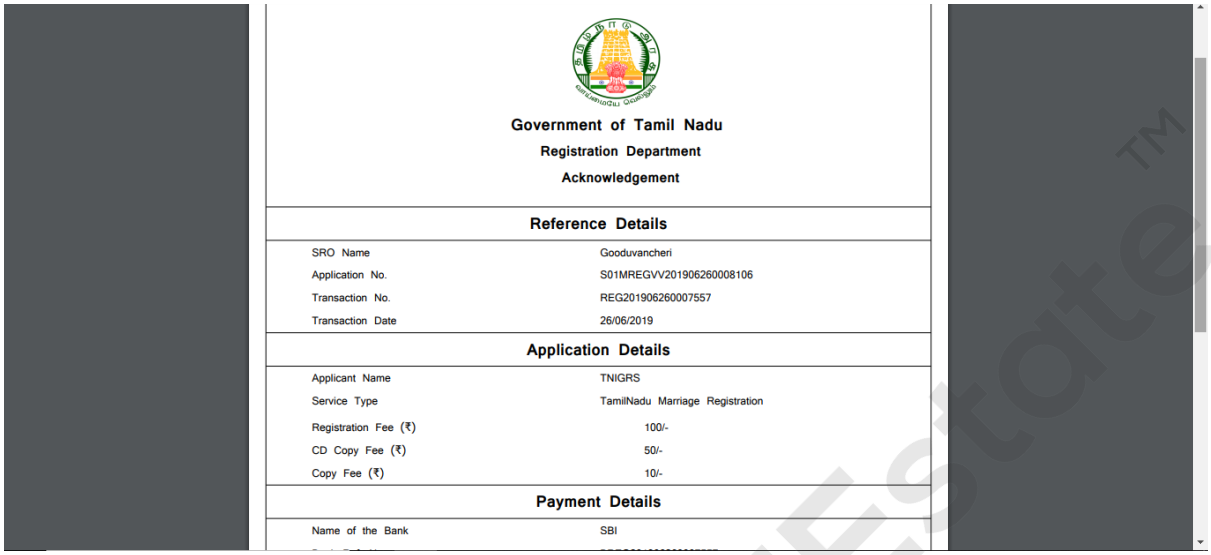

Government of Tamil Nadu

Registration Department

Acknowledgement

Reference Details	
SRO Name	Gooduvancheri
Application No.	S01MREGVV201906260008106
Transaction No.	REG201906260007557
Transaction Date	26/06/2019

Application Details	
Applicant Name	TNIGRS
Service Type	TamilNadu Marriage Registration
Registration Fee (₹)	100/-
CD Copy Fee (₹)	50/-
Copy Fee (₹)	10/-

Payment Details	
Name of the Bank	SBI

FIGURE 37: ACKNOWLEDGEMENT 2

On clicking on the Pdf document the payment details is visible

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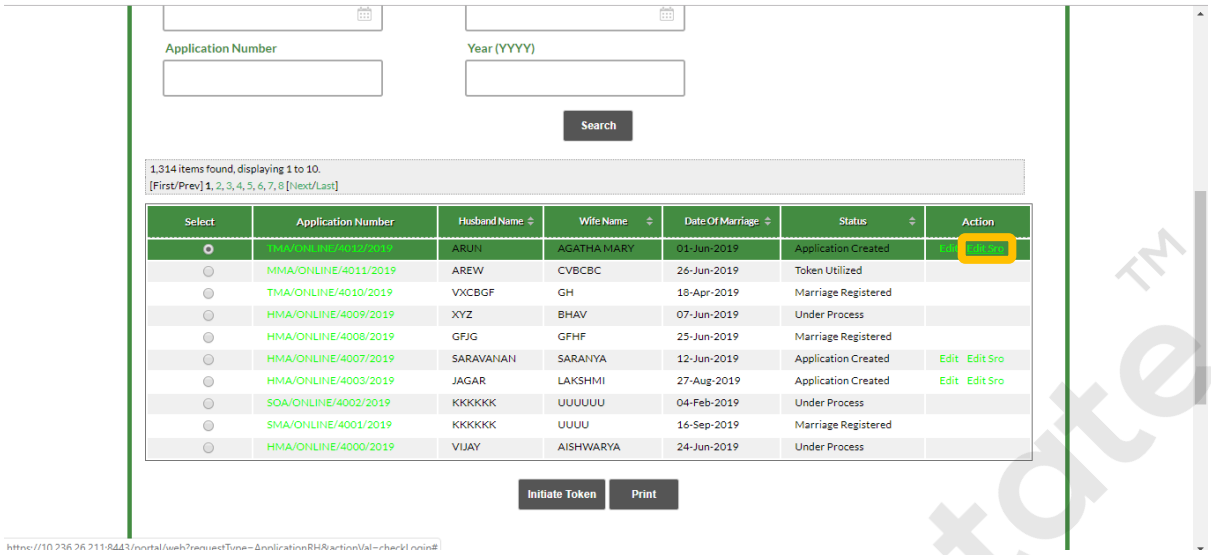

FIGURE 38: EDIT SUB REGISTRAR OFFICE

If the sub registrar's office needs to be changed then click on Edit SRO

Note: To register any one of the places must be in the jurisdiction of the registering office.

- Residence of Bride or
- Residence of Bridegroom or
- Solemnization place of marriage

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FIGURE 39: CHANGING SRO

Select the SRO to which it needs to be changed from the drop-down menu and then click on Update

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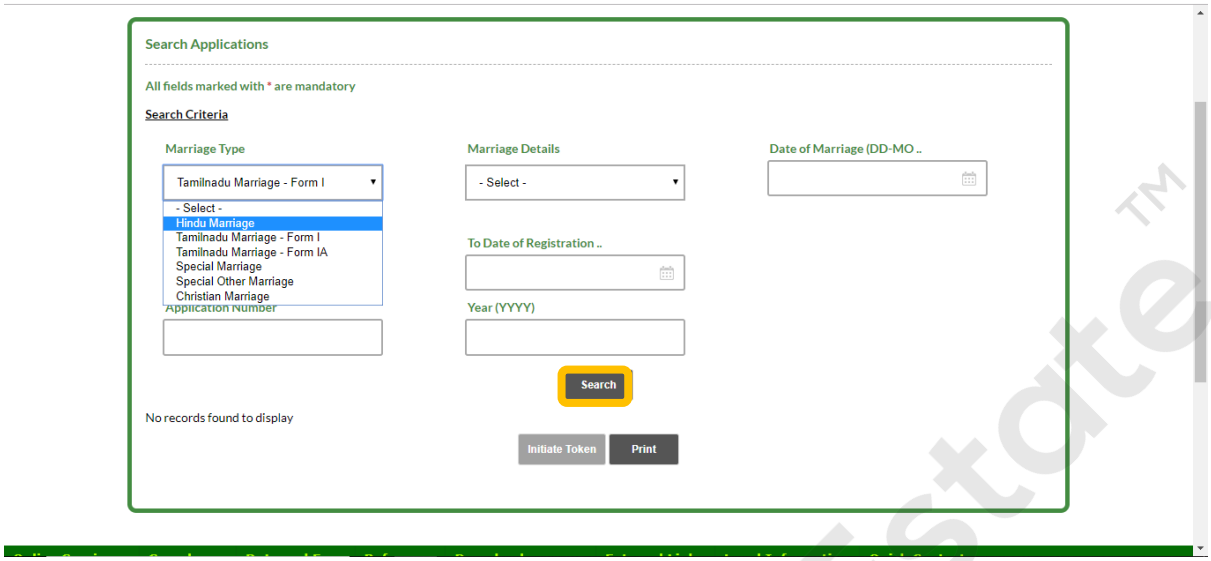

FIGURE 40: SEARCH

To Search for a particular marriage application, enter the necessary details. Select the known fields and click on search

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9. ONLINE TOKEN BOOKING

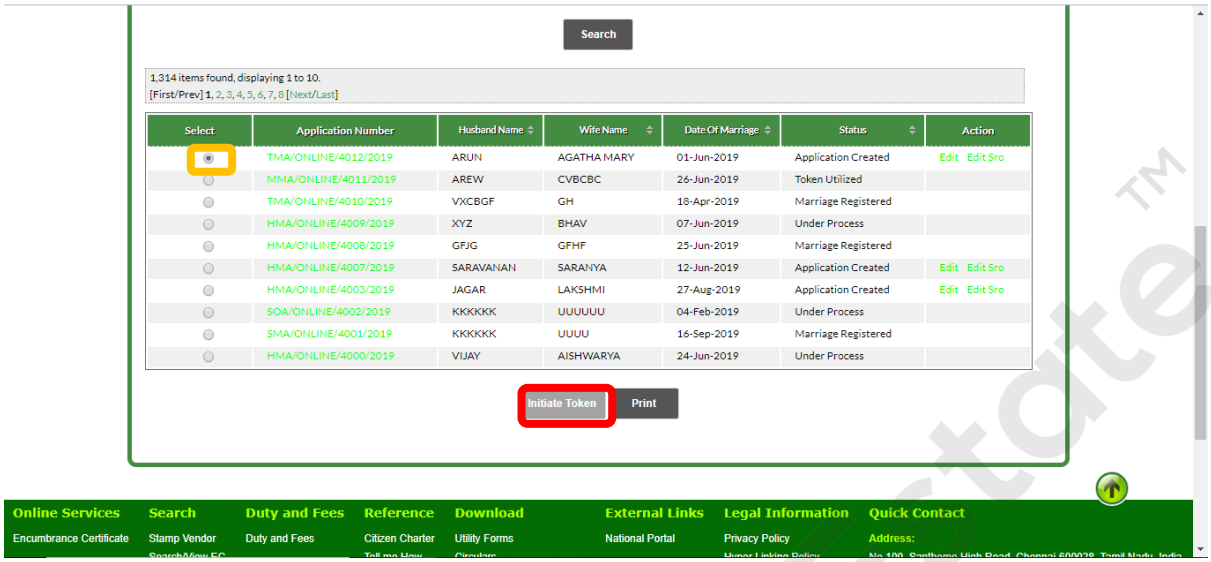

FIGURE 41: INITIATE TOKEN

Based on the search given the Marriage applications are displayed in the tabular column

Step 1: Select the marriage for which the appointment needs to be booked

Step 2: Then click Initiate token

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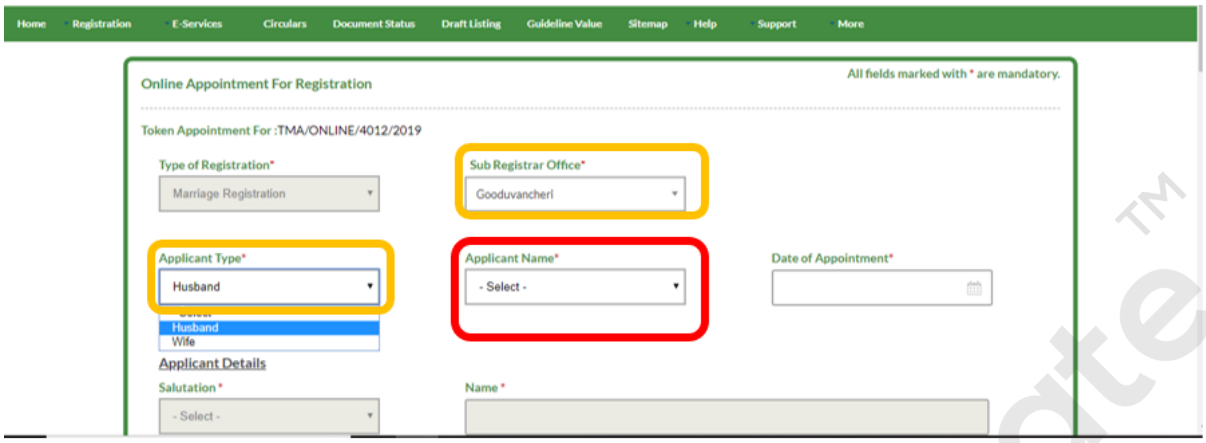

FIGURE 42: APPOINTMENT DETAILS

The above page is displayed on clicking on Initiate token

Step 1: Select the details from the drop-down menus for Sub Registrar office, Applicant Type, Applicant Name

Step 2: On selecting the Applicant name all other details are auto populated

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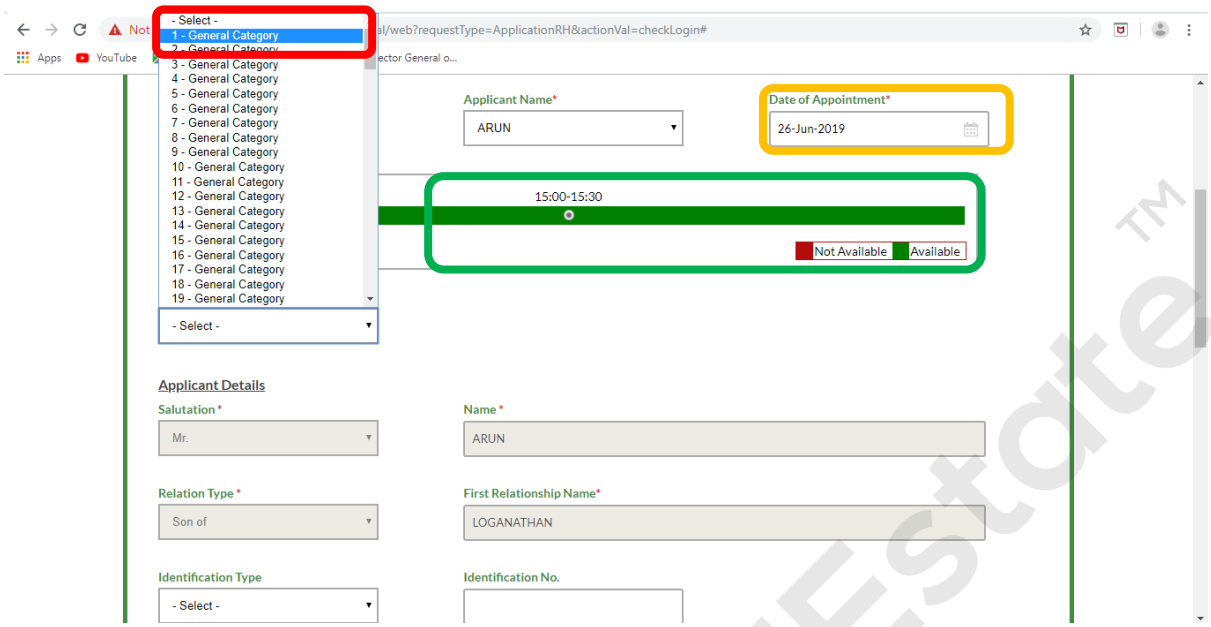

FIGURE 43: TIME SLOT

Step 1: Select the Date of Appointment from the calendar menu

Step 2: The available time slots are displayed in green colour, and can be chosen.

Step 3: Select the Category on selecting from Token number

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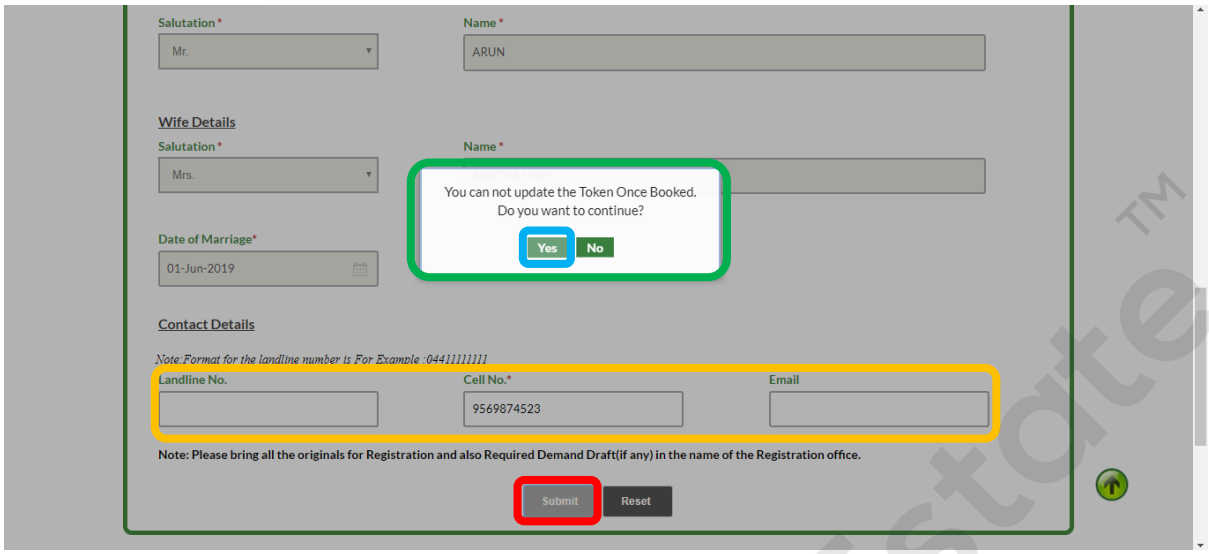

FIGURE 44: GENERATING TOKEN

Step 1: Scroll down and enter the contact details: Landline No, Cell No and Email

Step 2: Click on the Submit button after verifying the details

Step 3: Confirmation box appears asking whether to continue in generating the token. Click on yes to schedule the appointment

Verified RedEstate ™

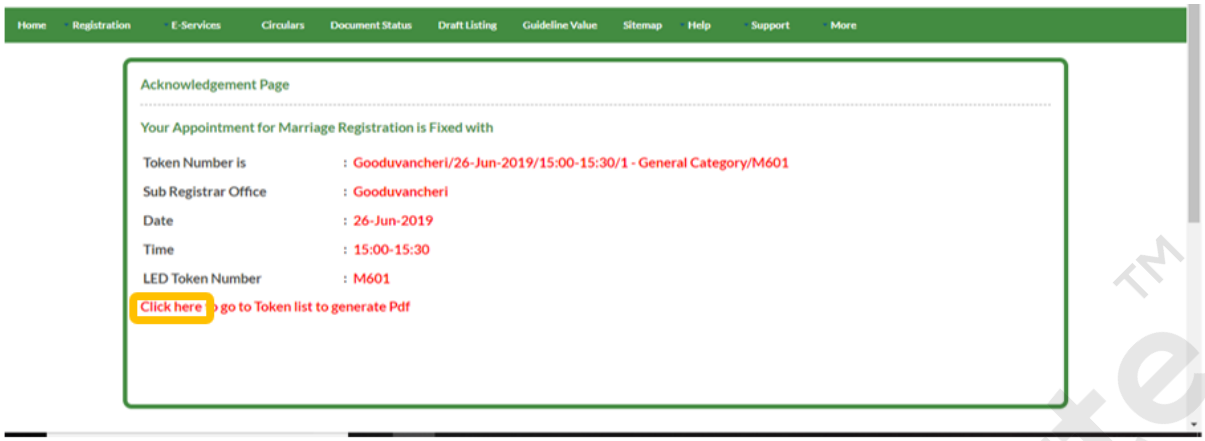

FIGURE 45: GNERATING PDF

To click the appointment pdf, click here

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FIGURE 46: ACKNOWLEDGEMENT

Once the pdf is created, this screen appears, to download the pdf click here and then click ok

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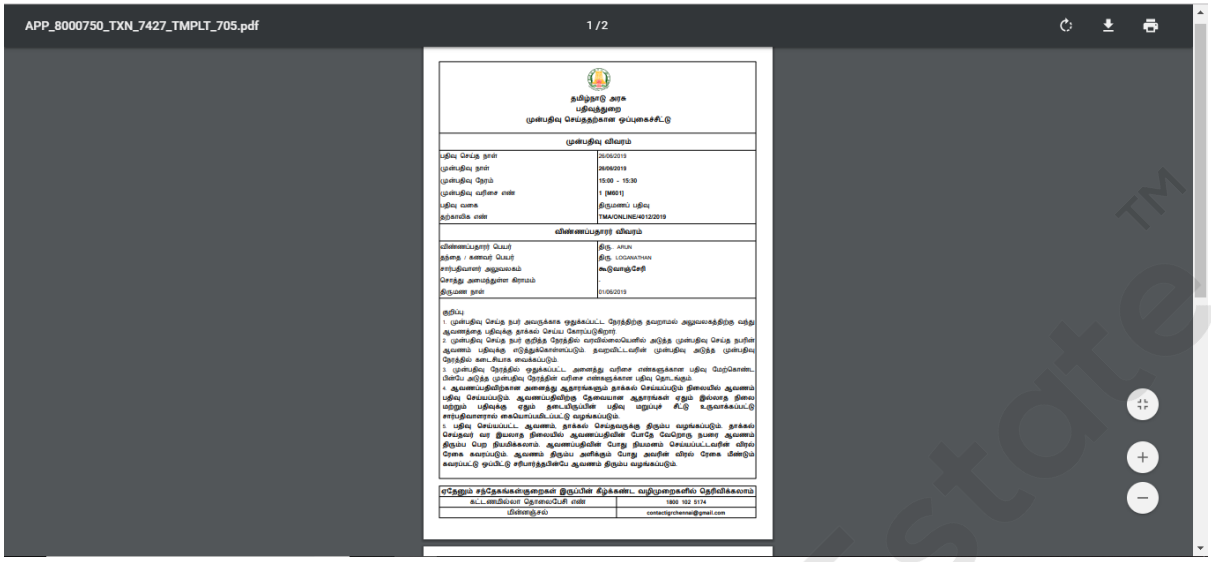

FIGURE 47: MARRIAGE REGISTRATION APPOINTMNET

The appointment letter is created for the Marriage Registration with the date and time slot.

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FIGURE 48: STATUS OF MARRIAGE 1

Step 1: To Know the Status of the Marriage, the applicant can go to Registration

Step 2: Click on Marriage registration and then click on Search application

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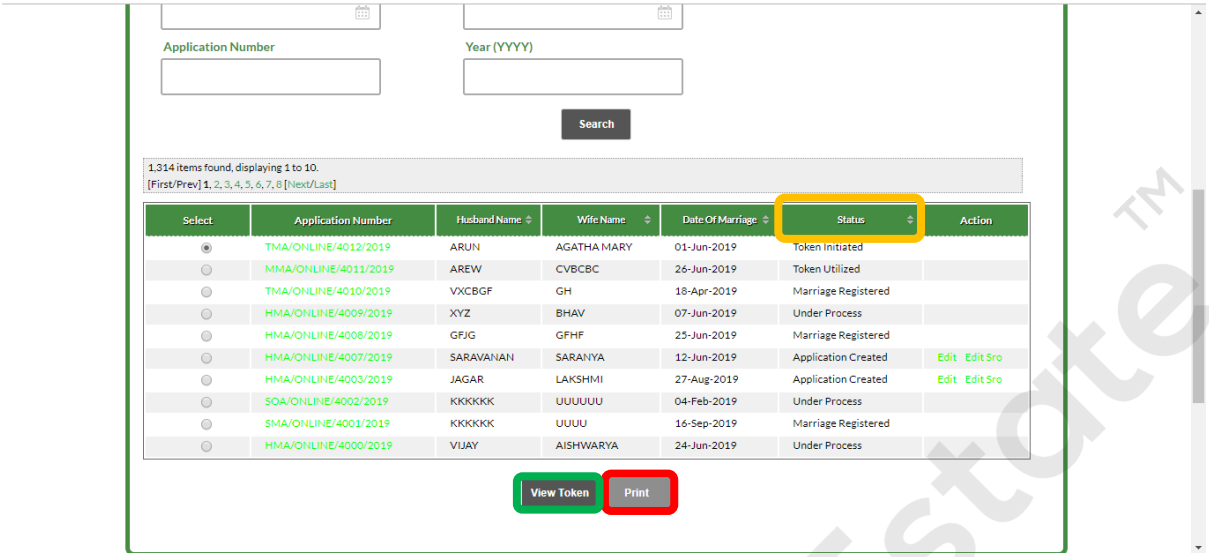

FIGURE 49: STATUS OF MARRIAGE 2

Step 1: The Citizen can view the Status of the Marriage under Status

Step 2: The citizen can Print the application for marriage by selecting the application and clicking on Print

Step 3: The appointment can be seen by clicking on view token

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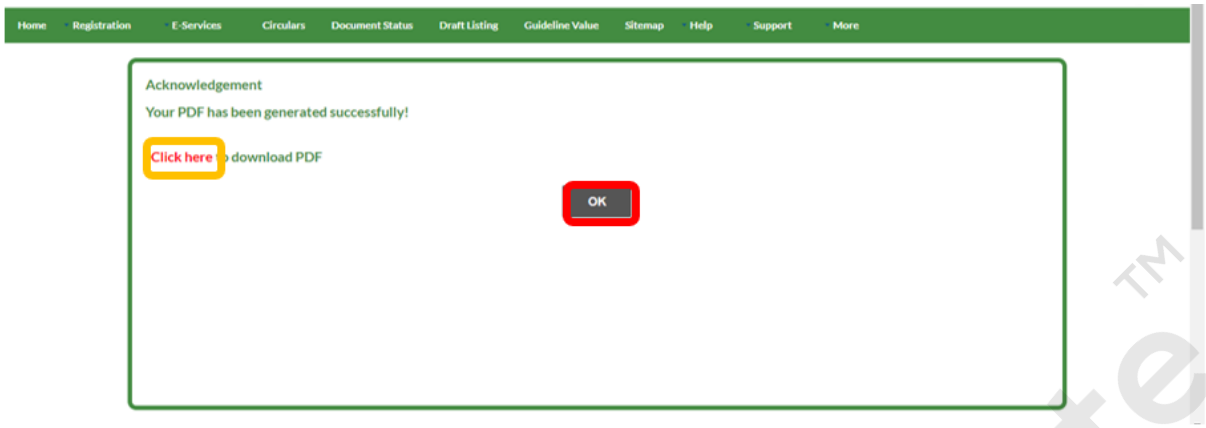

FIGURE 50: PRINT OF MARRIAGE APPLICATION 1

Once the citizen clicks on Print, a pdf of the marriage application is created and it can be downloaded by clicking on Click here. Then click ok.

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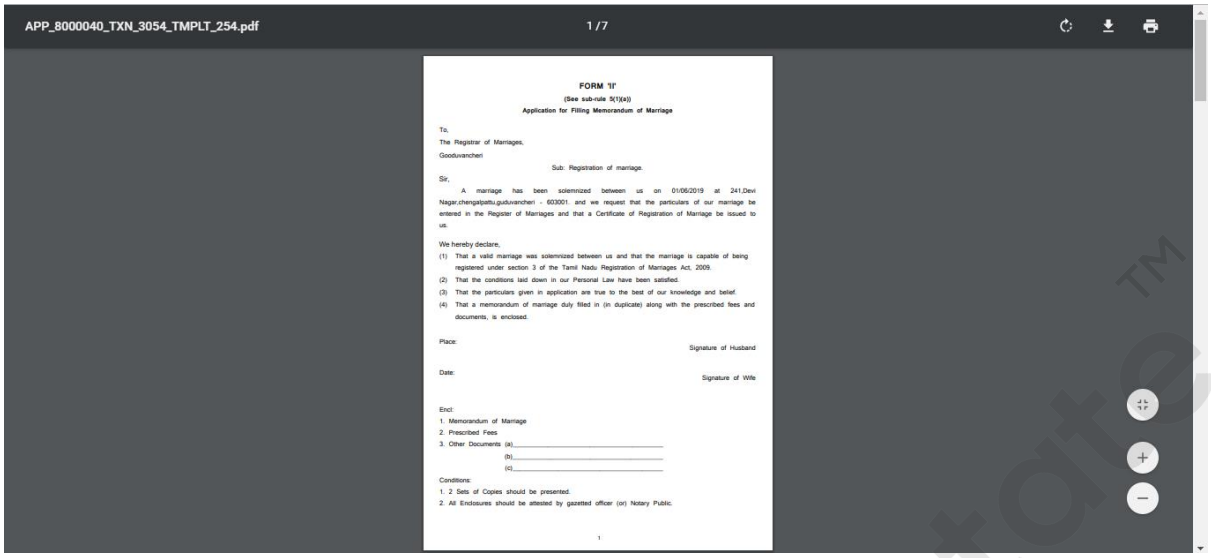
APP_8000040_TXN_3054_TMPLT_254.pdf 1 / 7

FORM 'II'

(See sub-rule 5(1)(a))

Application for Filing Memorandum of Marriage

To,
The Registrar of Marriages,
Gooduvancheri

Sub: Registration of marriage.

Sir,

A marriage has been solemnized between us on 01/06/2019 at 241,Devi Nagar,chengalpattu,guduvancheri - 603001. and we request that the particulars of our marriage be entered in the Register of Marriages and that a Certificate of Registration of Marriage be issued to us.

We hereby declare,

(1) That a valid marriage was solemnized between us and that the marriage is capable of being registered under section 3 of the Tamil Nadu Registration of Marriages Act, 2009.
(2) That the conditions laid down in our Personal Law have been satisfied.
(3) That the particulars given in application are true to the best of our knowledge and belief.
(4) That a memorandum of marriage duly filled in (in duplicate) along with the prescribed fees and documents, is enclosed.

Place: Signature of Husband

Date: Signature of Wife

Encl:
1. Memorandum of Marriage
2. Prescribed Fees
3. Other Documents (a)_____
(b)_____
(c)_____

Conditions:
1. 2 Sets of Copies should be presented.
2. All Enclosures should be attested by gazetted officer (or) Notary Public.

1

FIGURE 51: PRINT OF MARRIAGE APPLICATION 2

Open the document and take a print out if needed

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Note:

With this step, the application process on Citizen's Portal is complete. The application is now sent to the back-office for processing.

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