



HINDU MARRIAGE CERTIFIED COPY REQUEST: CITIZEN'S PORTAL USER MANUAL

Notice

This is a controlled document. Unauthorized access, copying, replication or usage for a purpose other than that for which it is intended, is prohibited.

Copyright: The Inspector General of Registration and Stamps 2019

Published by

The Inspector General of Registration and Stamps
100, Santhome High Road, Chennai, Tamil Nadu 600028

Following is the legend of icons / signs / symbols in the Application and in the User Manual

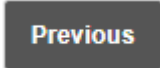
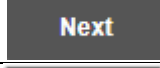
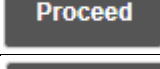
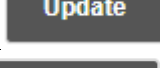
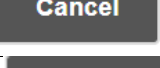
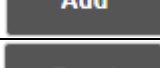
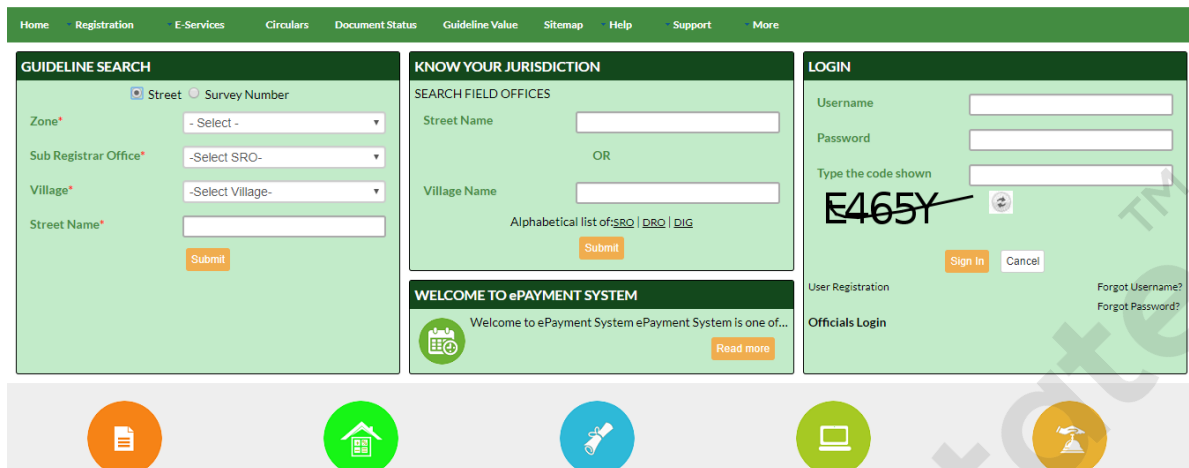
Buttons/Icons	Functionality	Usage/Remarks
	Previous	To go back to the previous tab / section
	Next	To move to next tab
	Proceed	To save data on screen and proceed to the next Tab
	Update	While editing a record, to save the modified data
	Cancel	To cancel all data entered in the current step
	Add	To add another record in the table
	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	To search to a file after providing file details
	Radio Button	To select between two options given
	Save as Draft	To save the present data entered as a draft to continue later
	Save and Continue	To save the present data entered and continue further



TABLE OF FIGURES

Figure 1: Login Page	4
Figure 2: Citizen's portal home page.....	4
Figure 3: Search for marriage details.....	5
Figure 4: Search for marriage type.....	5
Figure 5: Search for the Marriage 1.....	6
Figure 6: Search for the Marriage 2.....	6
Figure 7: Copy of Marriage Extract 1.....	7
Figure 8: Copy of Marriage Extract 2.....	7
Figure 9: Copy of Marriage Extract 3.....	8
Figure 10: Payment	8
Figure 11: E-Payment 1	9
Figure 12: E-PAYMENT 2	9
Figure 13: PAYment 3	10
Figure 14: Payment Gateway	10
Figure 15: Online confirmation	11
Figure 16: Terms and conditions	11
Figure 17: Transaction Processing.....	12
Figure 18: Online Payment.....	12
Figure 19: Online Payment.....	13
Figure 20: Status of Request list 1	13
Figure 21: Status of Request List 2	14
Figure 22: Status of Request List 3	14



The login page features a green header with navigation links: Home, Registration, E-Services, Circulars, Document Status, Guideline Value, Sitemap, Help, Support, and More. The main content area is divided into three sections:

- GUIDELINE SEARCH:** Includes dropdown menus for Zone, Sub Registrar Office, and Village, a text input for Street Name, and a Submit button.
- KNOW YOUR JURISDICTION:** Includes text inputs for Street Name and Village Name, a Submit button, and a link for an alphabetical list of SRO, DRQ, and DIG.
- LOGIN:** Includes fields for Username, Password, and a CAPTCHA image (E465Y). It has Sign In and Cancel buttons, and links for User Registration, Officials Login, Forgot Username?, and Forgot Password?.

A footer bar contains five circular icons representing different services.

FIGURE 1: LOGIN PAGE

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



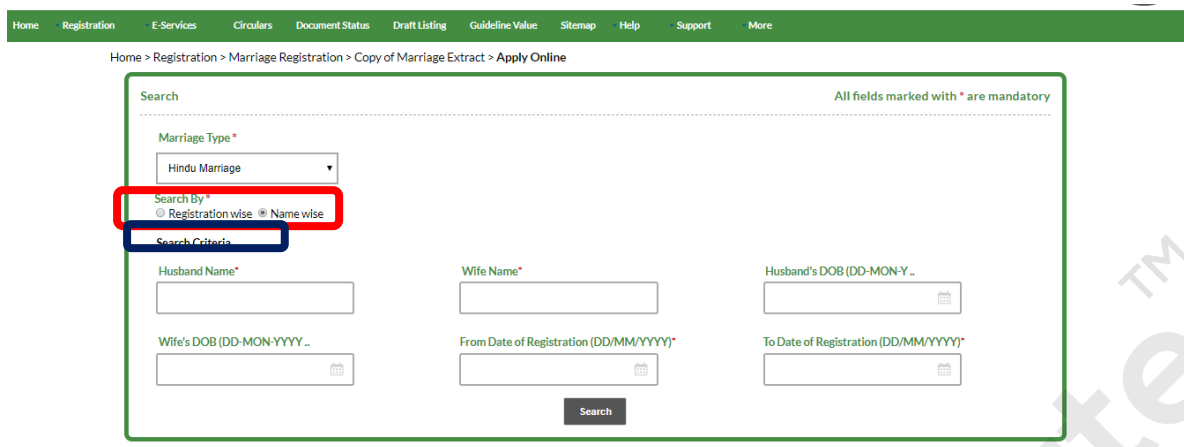
The home page has a green header with the same navigation links as the login page. The 'Registration' link is highlighted with a yellow box. A dropdown menu is open under 'Registration', showing options like Marriage Registration, Firm Registration, Society Registration, and Special Marriage. The 'Copy of Marriage Extract' option is highlighted with a red box. Below this, the 'Apply Online' button is highlighted with a blue box. The main content area includes sections for GUIDELINE SEARCH, KNOW YOUR JURISDICTION, and a WELCOME TO ePAYMENT SYSTEM message. The footer bar contains five service icons with labels: CHECK YOUR STAMP DUTY VALUATION, CALCULATE BUILDING VALUE, ENCUMBRANCE CERTIFICATE, CREATE APPLICATION, and KNOW YOUR APPLICATION STATUS.

FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for a copy of the Hindu Marriage Extract, click on **Registration**

Step 2: Then select Marriage registration

Step 3: Then click on **Copy of Marriage Extract** and **Apply online**



Home > Registration > Marriage Registration > Copy of Marriage Extract > Apply Online

Search All fields marked with * are mandatory

Marriage Type *
Hindu Marriage

Search By *
☒ Registration wise ☐ Name wise

Search Criteria

Husband Name*

Wife Name*

Husband's DOB (DD-MON-Y...

Wife's DOB (DD-MON-YYYY...

From Date of Registration (DD/MM/YYYY)*

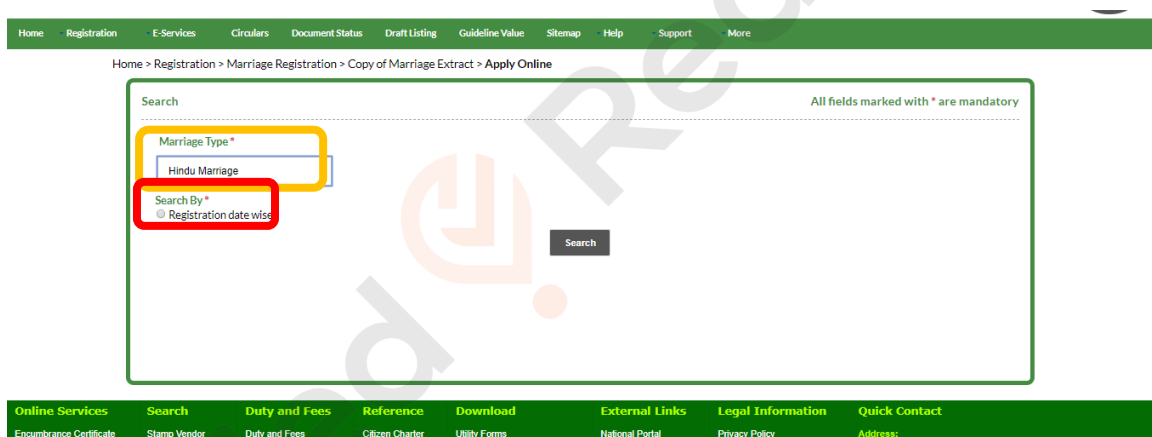
To Date of Registration (DD/MM/YYYY)*

Search

FIGURE 3: SEARCH FOR MARRIAGE DETAILS

Step 1: search by it's a option to click registration wise or name wish

Step 2: Click radio button to view on search criteria



Home > Registration > Marriage Registration > Copy of Marriage Extract > Apply Online

Search All fields marked with * are mandatory

Marriage Type *
Hindu Marriage

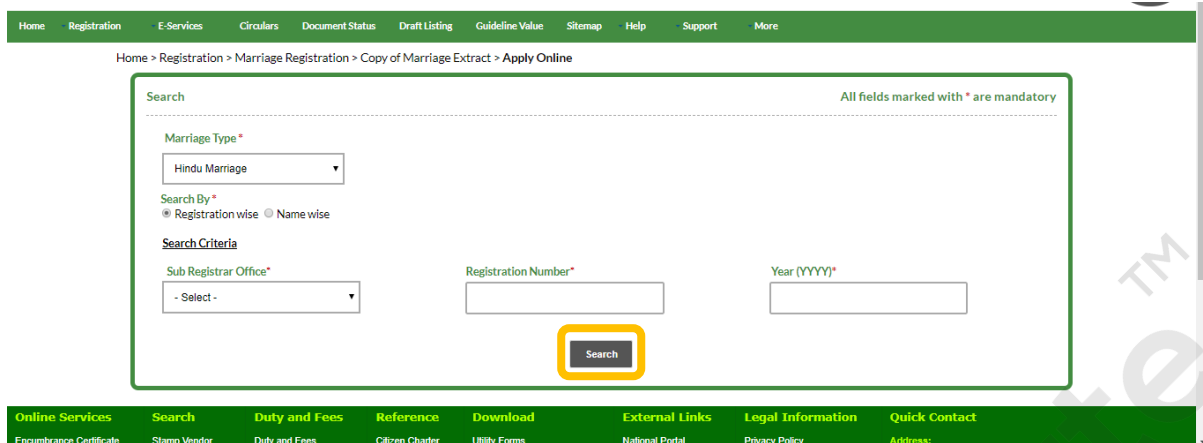
Search By *
☒ Registration date wise

Search

Online Services: Search, Duty and Fees, Reference, Download, External Links, Legal Information, Quick Contact
 Encumbrance Certificate, Stamp Vendor, Duty and Fees, Citizen Charter, Utility Forms, National Portal, Privacy Policy, Address

FIGURE 4: SEARCH FOR MARRIAGE TYPE

Step 1: Select the Marriage type from the drop-down menu



Home > Registration > Marriage Registration > Copy of Marriage Extract > Apply Online

Search All fields marked with * are mandatory

Marriage Type*
Hindu Marriage

Search By*
☒ Registration wise ☐ Name wise

Search Criteria

Sub Registrar Office*
- Select -

Registration Number*

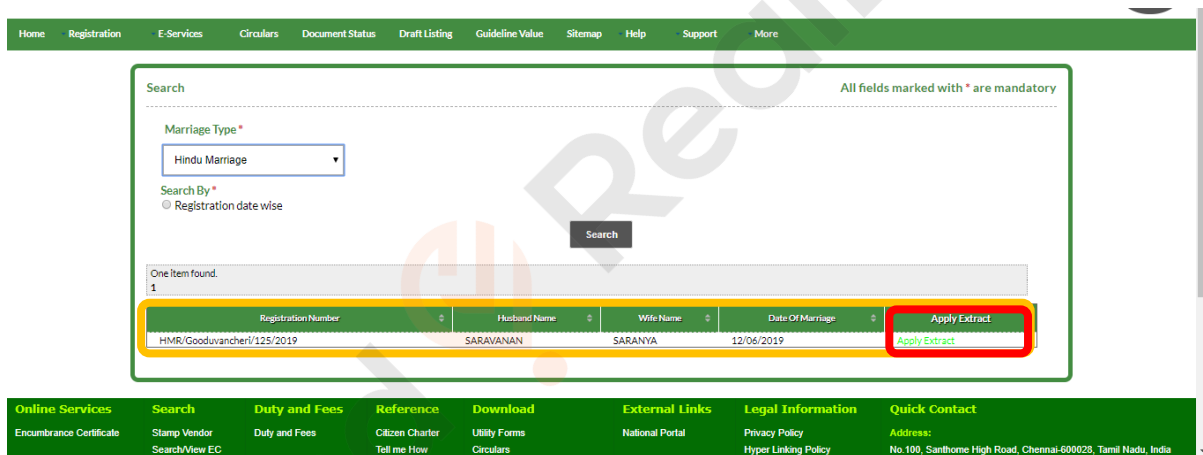
Year (YYYY)*

Search

Online Services: Encumbrance Certificate, Stamp Vendor, Duty and Fees, Citizen Charter, Utility Forms, National Portal, Privacy Policy, Address: No. 100, Santhome High Road, Chennai-600028, Tamil Nadu, India

FIGURE 5: SEARCH FOR THE MARRIAGE 1

Depending on the search criteria, **Search for the Marriage**



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

Search All fields marked with * are mandatory

Marriage Type*
Hindu Marriage

Search By*
☒ Registration date wise

Search

One item found.
1

Registration Number	Husband Name	Wife Name	Date Of Marriage	Apply Extract
HMR/Gooduvancher/125/2019	SARAVANAN	SARANYA	12/06/2019	Apply Extract

Online Services: Encumbrance Certificate, Stamp Vendor, Search/View EC, Duty and Fees, Citizen Charter, Tell me How, Utility Forms, Circulars, National Portal, Privacy Policy, Hyper Linking Policy, Address: No. 100, Santhome High Road, Chennai-600028, Tamil Nadu, India

FIGURE 6: SEARCH FOR THE MARRIAGE 2

Step 1: The searched marriage is displayed, Click on the **marriage details** from the table.

Step 2: Then click on **Apply extract**

FIGURE 7: COPY OF MARRIAGE EXTRACT 1

Step 1: The **particulars of the Marriage** are displayed with the Registration no, Type of Marriage, Marriage Registration date, Husband name, wife name and the registered office.

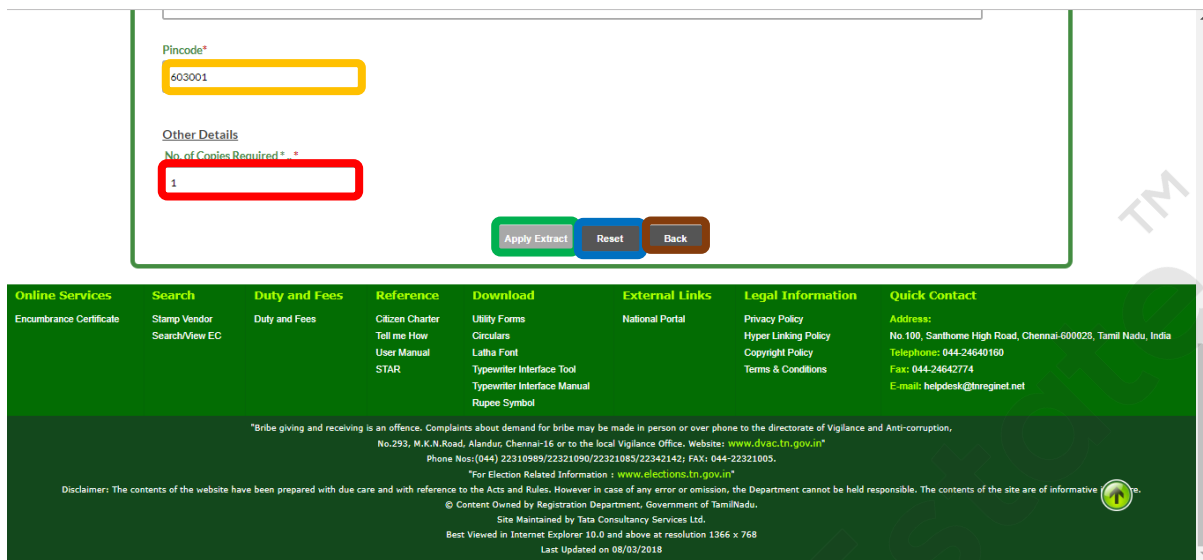
Step 2: Select the **person who is applying for the copy**

FIGURE 8: COPY OF MARRIAGE EXTRACT 2

Step 1: Enter the Applicant details by **manually entering the Name**

Step 2: Enter the **Applicant contact details** Cell no and Email id

Step 3: Enter the Address details by selecting the **Country, State, District, Taluk, Village and street.**



Pincode*

603001

Other Details

No. of Copies Required * *

1

Apply Extract Reset Back

Online Services Search Duty and Fees Reference Download External Links Legal Information Quick Contact

Encumbrance Certificate Stamp Vendor Search/View EC

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@tnregist.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"

Disclaimer: The contents of the website have been prepared with due care and with reference to the Acts and Rules. However in case of any error or omission, the Department cannot be held responsible. The contents of the site are of informative nature.

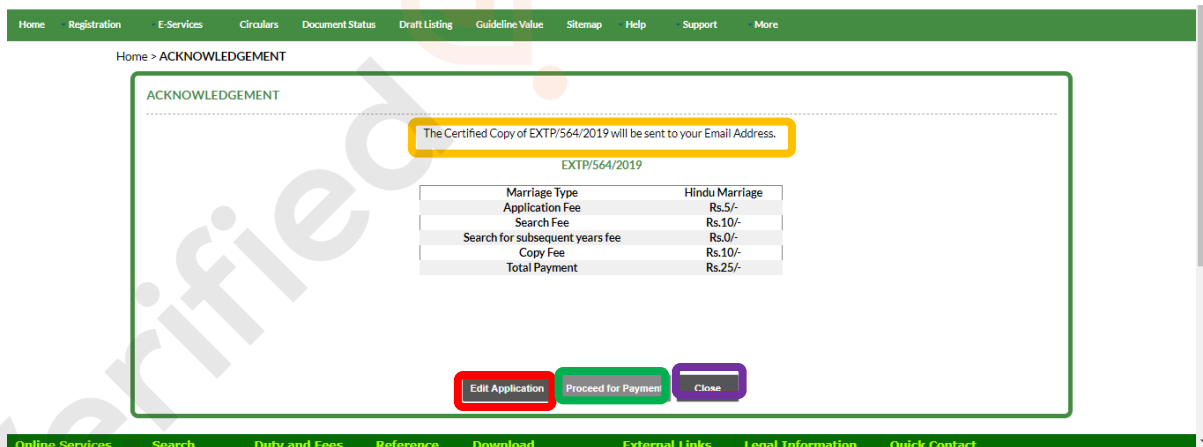
© Content Owned by Registration Department, Government of TamilNadu.
Site Maintained by Tata Consultancy Services Ltd.
Best Viewed in Internet Explorer 10.0 and above at resolution 1366 x 768
Last Updated on 08/03/2018

FIGURE 9: COPY OF MARRIAGE EXTRACT 3

Step 1: Enter the pincode

Step 2: Enter the no of copies that are required

Step 3: Click on Apply Extract to print the copies, Reset to clear all the fields or Back to go to the previous pages



Home > ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

The Certified Copy of EXTP/564/2019 will be sent to your Email Address.

EXTP/564/2019

Marriage Type	Hindu Marriage
Application Fee	Rs.5/-
Search Fee	Rs.10/-
Search for subsequent years fee	Rs.0/-
Copy Fee	Rs.10/-
Total Payment	Rs.25/-

Edit Application Proceed for Payment Close

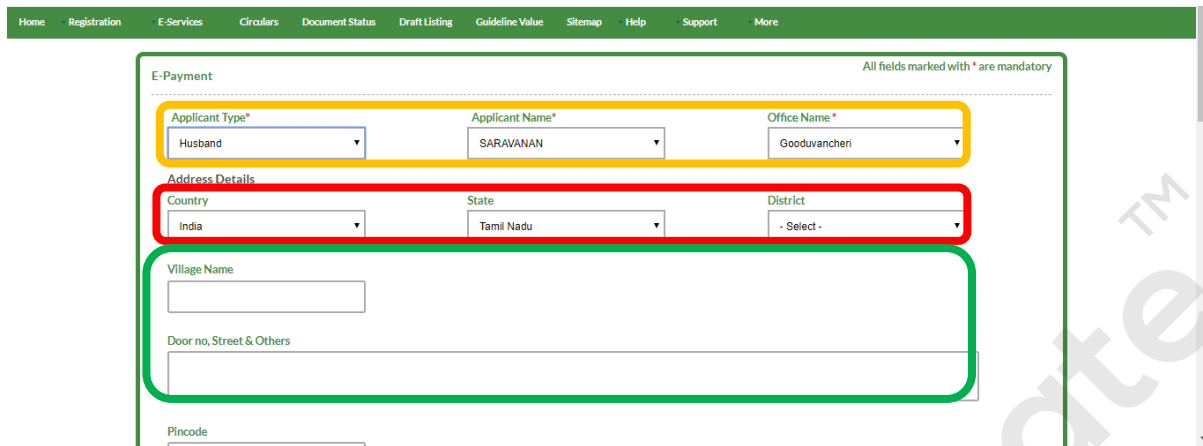
Online Services Search Duty and Fees Reference Download External Links Legal Information Quick Contact

FIGURE 10: PAYMENT

Step 1: The copy of the extract is sent to the registered e-mail address

Step 2: If any changes need to be done click on edit application

Step 2: Click on Proceed for payment else click on close



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

E-Payment All fields marked with * are mandatory

Applicant Type* Husband Applicant Name* SARAVANAN Office Name* Gooduvancheri

Address Details

Country India State Tamil Nadu District - Select -

Village Name

Door no, Street & Others

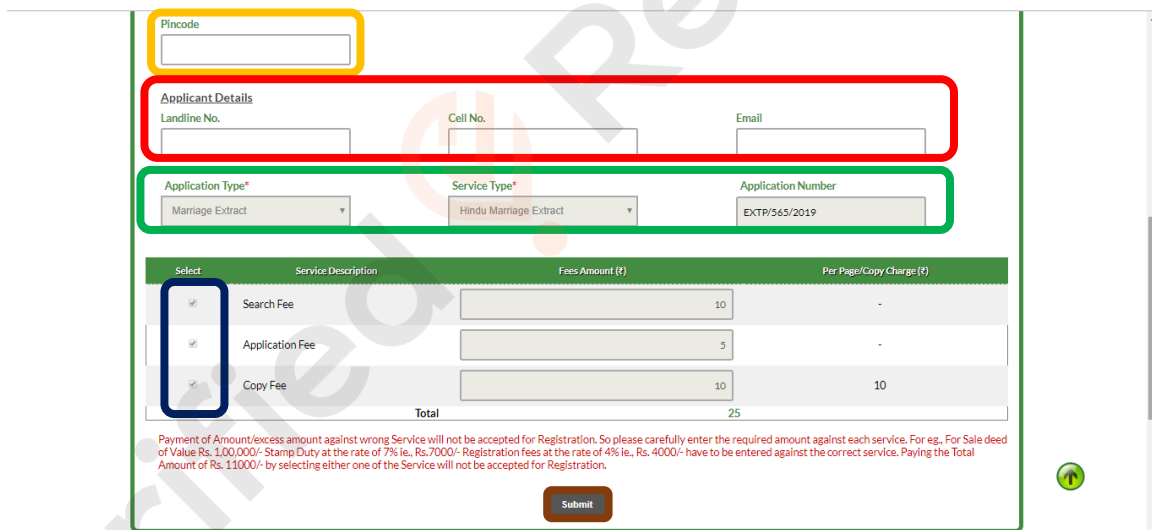
Pincode

FIGURE 11: E-PAYMENT 1

Step 1: Select the Applicant type, Applicant name and Office name

Step 2: Enter the address details by selecting the country, State and District

Step 3: Enter the village name and then enter the Door No, Street & Others



Pincode

Applicant Details

Landline No. Cell No. Email

Application Type* Marriage Extract Service Type* Hindu Marriage Extract Application Number ETP/565/2019

Select	Service Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
☒	Search Fee	10	-
☒	Application Fee	5	-
☒	Copy Fee	10	10
Total		25	

Payment of Amount/excess amount against wrong Service will not be accepted for Registration. So please carefully enter the required amount against each service. For eg., For Sale deed of Value Rs. 1,00,000/- Stamp Duty at the rate of 7% ie., Rs. 7,000/- Registration fees at the rate of 4% ie., Rs. 4,000/- have to be entered against the correct service. Paying the Total Amount of Rs. 1,10,000/- by selecting either one of the Service will not be accepted for Registration.

Submit

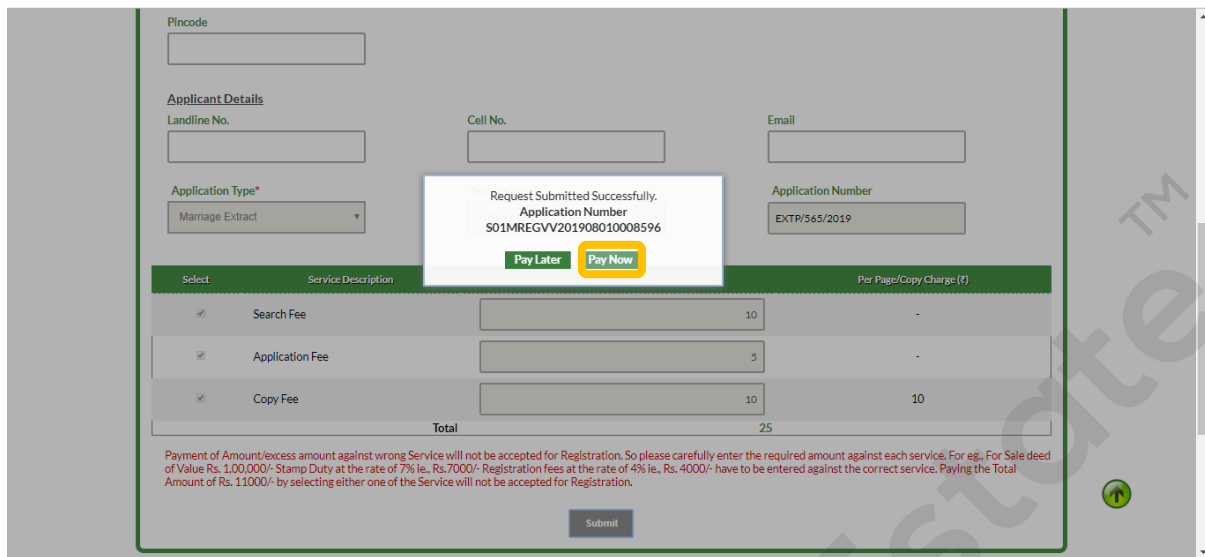
FIGURE 12: E-PAYMENT 2

Step 1: Enter the Pincode

Step 2: Enter the Application details, Landline no, Cell No and Email

Step 3: Application type, Service type and Application number are auto populated

Step 4: Select the fees detail and click on the submit button

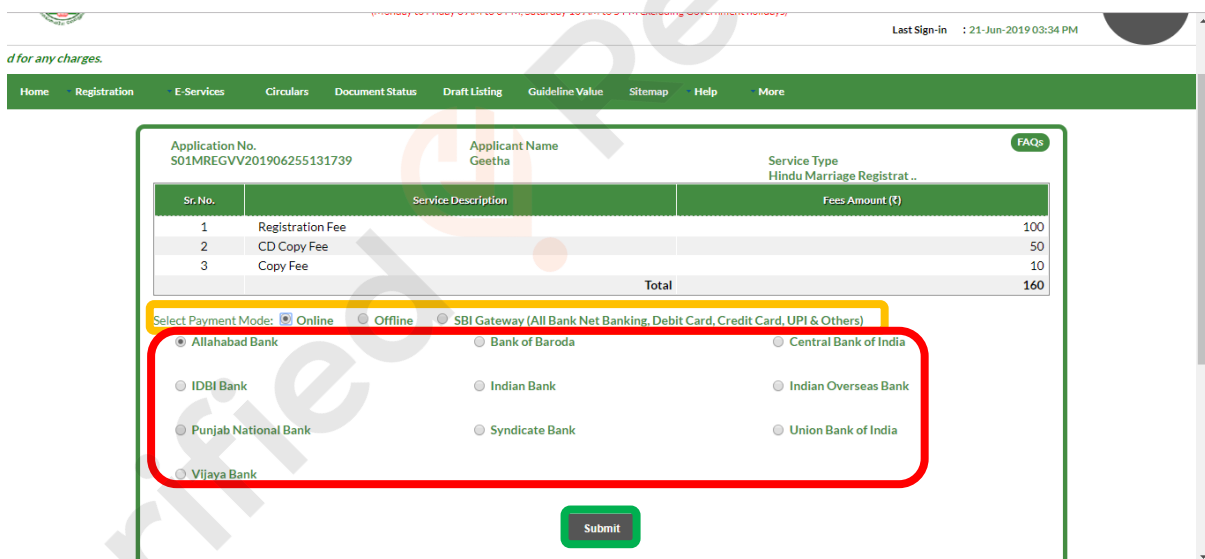


Select	Service Description	Amount	Per Page/Copy Charge (₹)
☒	Search Fee	10	-
☒	Application Fee	5	-
☒	Copy Fee	10	10
Total		25	

Payment of Amount/excess amount against wrong Service will not be accepted for Registration. So please carefully enter the required amount against each service. For eg., For Sale deed of Value Rs. 1,00,000/- Stamp Duty at the rate of 7% i.e., Rs.7000/- Registration fees at the rate of 4% i.e., Rs. 4000/- have to be entered against the correct service. Paying the Total Amount of Rs. 11000/- by selecting either one of the Service will not be accepted for Registration.

FIGURE 13: PAYMENT 3

The Application is submitted, then click on **Pay now** to continue payment



Sr. No.	Service Description	Fees Amount (₹)
1	Registration Fee	100
2	CD Copy Fee	50
3	Copy Fee	10
Total		160

Select Payment Mode: ☒ Online ☐ Offline ☐ SBI Gateway (All Bank Net Banking, Debit Card, Credit Card, UPI & Others)

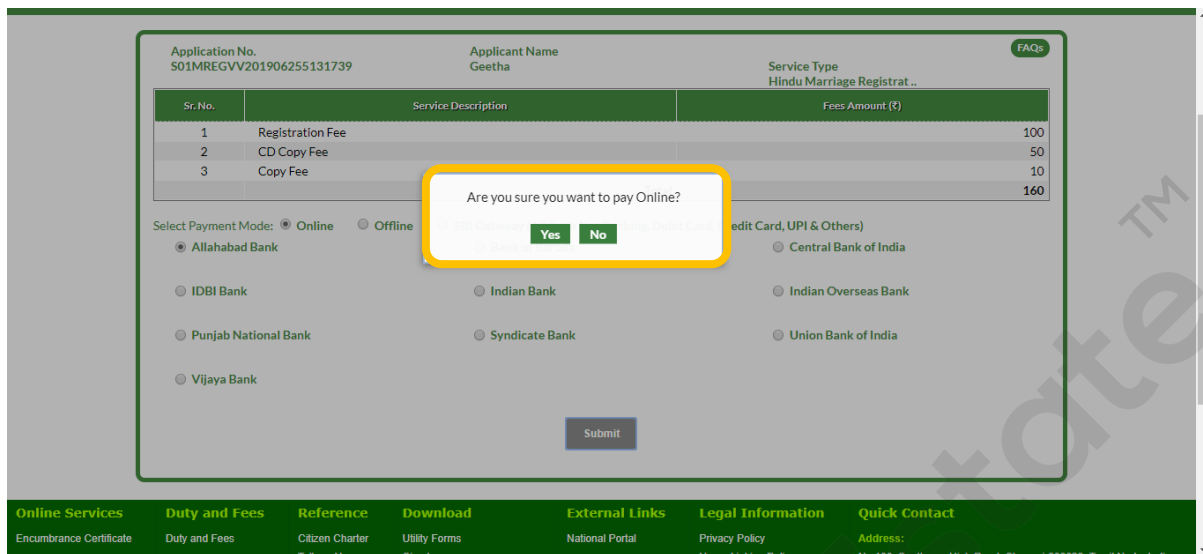
☒ Allahabad Bank ☐ Bank of Baroda ☐ Central Bank of India
☐ IDBI Bank ☐ Indian Bank ☐ Indian Overseas Bank
☐ Punjab National Bank ☐ Syndicate Bank ☐ Union Bank of India
☐ Vijaya Bank

FIGURE 14: 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



Application No. S01MREGVV201906255131739 Applicant Name Geetha Service Type Hindu Marriage Registrat ...

Sr.No.	Service Description	Fees Amount (₹)
1	Registration Fee	100
2	CD Copy Fee	50
3	Copy Fee	10
		160

Are you sure you want to pay Online?

Yes No

Select Payment Mode: ☒ Online ☐ Offline

☒ All India Bank ☐ IDBI Bank ☐ Punjab National Bank ☐ Vijaya Bank

☐ State Bank of India ☐ Indian Bank ☐ Syndicate Bank

☐ Credit Card, UPI & Others ☐ Central Bank of India ☐ Indian Overseas Bank ☐ Union Bank of India

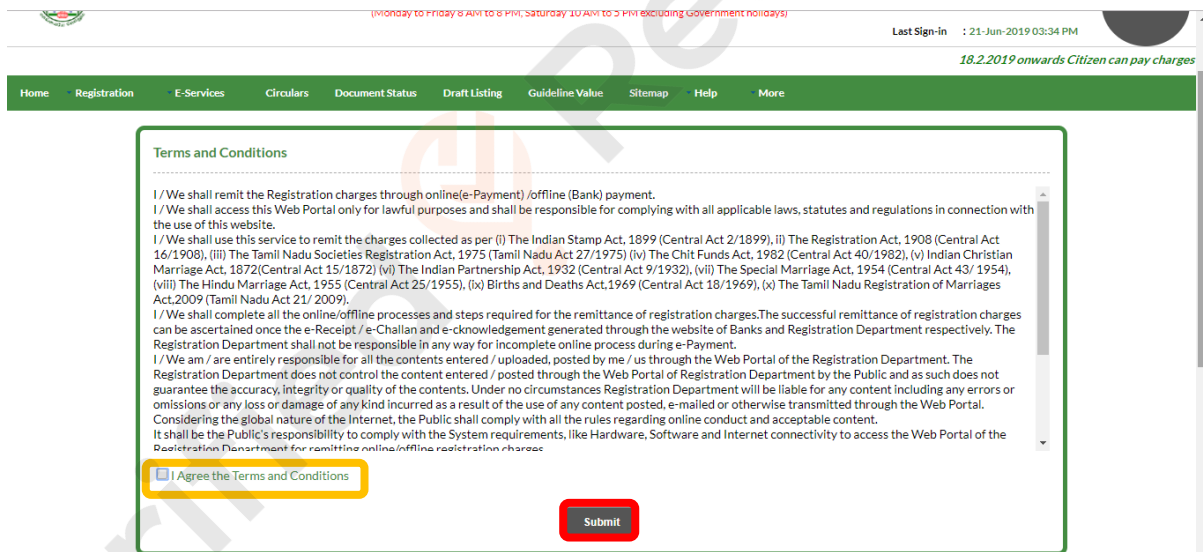
Submit

Online Services Duty and Fees Reference Download External Links Legal Information Quick Contact

Encumbrance Certificate Duty and Fees Citizen Charter Utility Forms National Portal Privacy Policy Address: No.100, Seelapatti High Road, Chennai-600028, Tamil Nadu, India

FIGURE 15: ONLINE CONFIRMATION

Confirm if you want to **pay online**



(Monday to Friday 8 AM to 5 PM, Saturday 10 AM to 2 PM excluding Government holidays)

Last Sign-in : 21-Jun-2019 03:34 PM

18.2.2019 onwards Citizen can pay charges

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

Terms and Conditions

I / We shall remit the Registration charges through online(e-Payment) /offline (Bank) payment.
I / We shall access this Web Portal only for lawful purposes and shall be responsible for complying with all applicable laws, statutes and regulations in connection with the use of this website.
I / We shall use this service to remit the charges collected as per (i) The Indian Stamp Act, 1899 (Central Act 2/1899), (ii) The Registration Act, 1908 (Central Act 16/1908), (iii) The Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27/1975) (iv) The Chit Funds Act, 1982 (Central Act 40/1982), (v) Indian Christian Marriage Act, 1872(Central Act 15/1872) (vi) The Indian Partnership Act, 1932 (Central Act 9/1932), (vii) The Special Marriage Act, 1954 (Central Act 43/ 1954), (viii) The Hindu Marriage Act, 1955 (Central Act 25/1955), (ix) Births and Deaths Act,1969 (Central Act 18/1969), (x) The Tamil Nadu Registration of Marriages Act,2009 (Tamil Nadu Act 21/ 2009).
I / We shall complete all the online/offline processes and steps required for the remittance of registration charges.The successful remittance of registration charges can be ascertained once the e-Receipt / e-Challan and e-knowledge generated through the website of Banks and Registration Department respectively. The Registration Department shall not be responsible in any way for incomplete online process during e-Payment.
I / We am / are entirely responsible for all the contents entered / uploaded, posted by me / us through the Web Portal of the Registration Department. The Registration Department does not control the content entered / posted through the Web Portal of Registration Department by the Public and as such does not guarantee the accuracy, integrity or quality of the contents. Under no circumstances Registration Department will be liable for any content including any errors or omissions or any loss or damage of any kind incurred as a result of the use of any content posted, e-mailed or otherwise transmitted through the Web Portal. Considering the global nature of the Internet, the Public shall comply with all the rules regarding online conduct and acceptable content.
It shall be the Public's responsibility to comply with the System requirements, like Hardware, Software and Internet connectivity to access the Web Portal of the Registration Department for remitting online/offline registration charges.

☒ I Agree the Terms and Conditions

Submit

FIGURE 16: 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

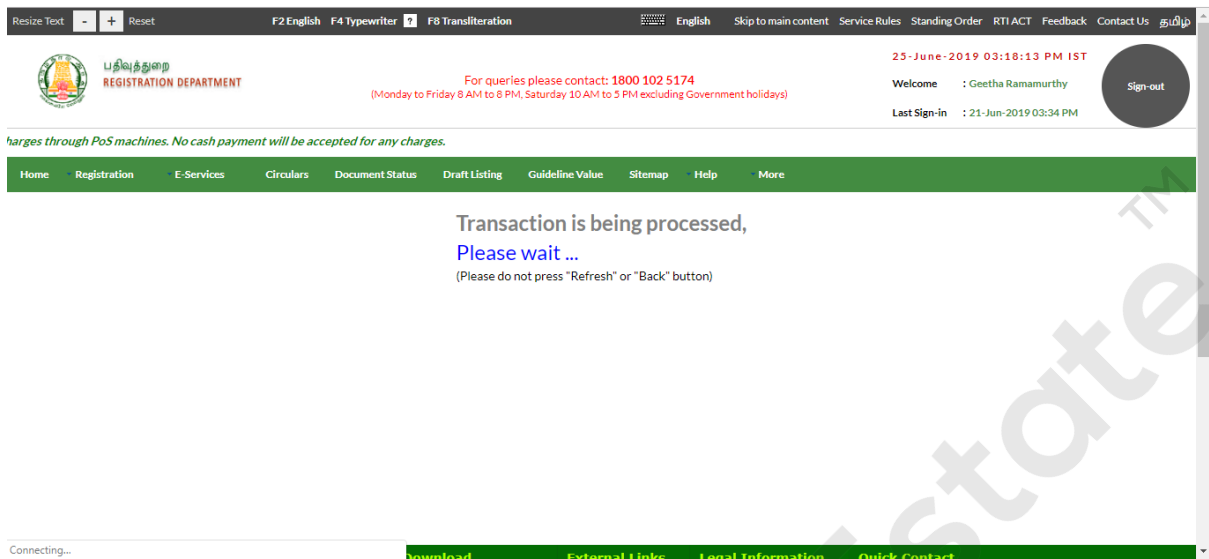


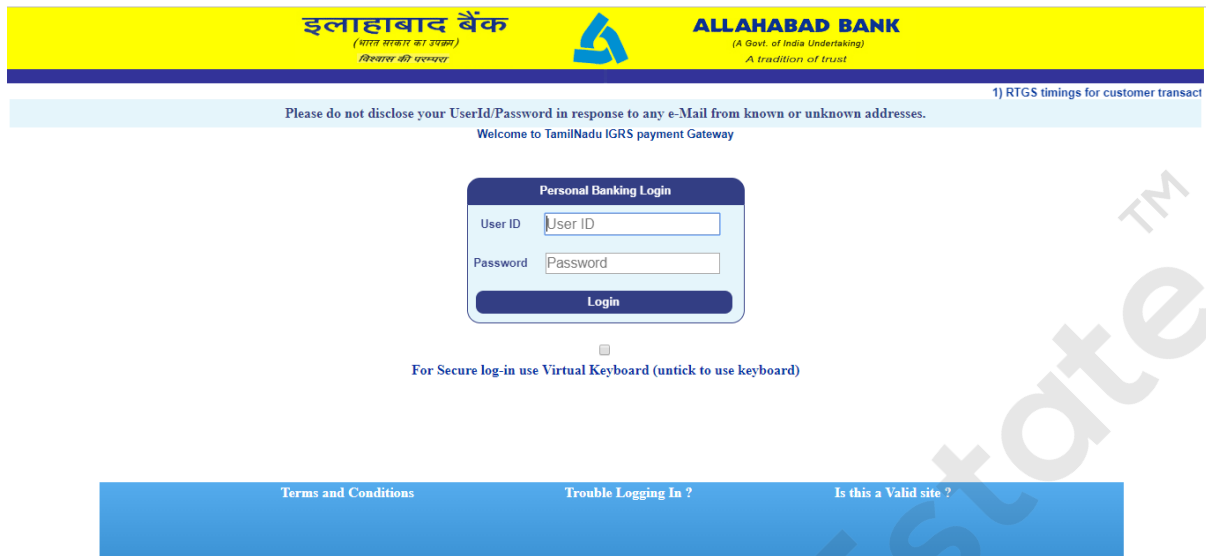
FIGURE 17: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.



FIGURE 18: ONLINE PAYMENT

The page is directed to a payment gateway for online payment



1) RTGS timings for customer transact

Please do not disclose your UserId/Password in response to any e-Mail from known or unknown addresses.

Welcome to TamilNadu IGRS payment Gateway

Personal Banking Login

User ID

Password

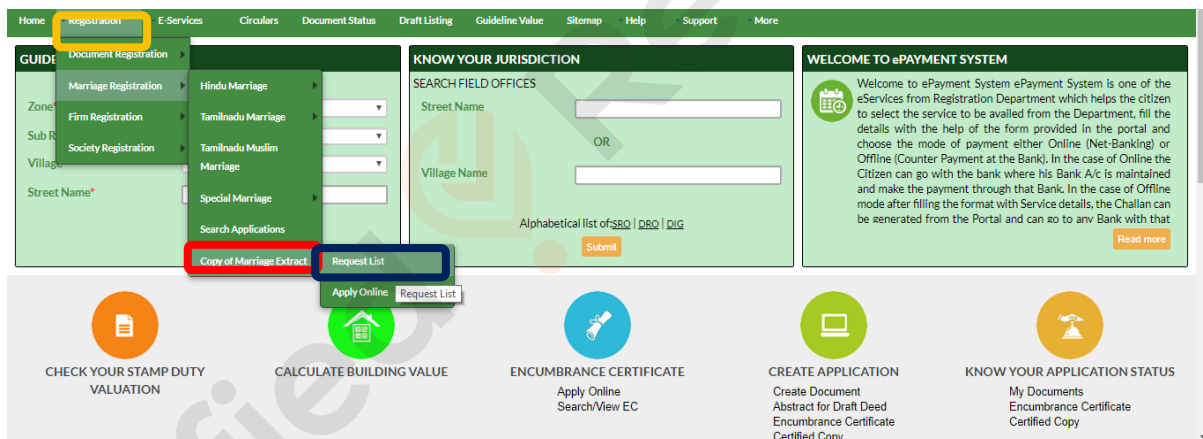
Login

For Secure log-in use Virtual Keyboard (untick to use keyboard)

Terms and Conditions Trouble Logging In ? Is this a Valid site ?

FIGURE 19: ONLINE PAYMENT

On logging in complete the payment process



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

GUIDE

- Document Registration
 - Marriage Registration
 - Hindu Marriage
 - Tamilnadu Marriage
 - Tamilnadu Muslim Marriage
 - Special Marriage
 - Firm Registration
 - Society Registration
 - Search Applications

KNOW YOUR JURISDICTION

SEARCH FIELD OFFICES

Street Name

OR

Village Name

Alphabetical list of SEQ | DRQ | DIG

Submit

WELCOME TO ePAYMENT SYSTEM

Welcome to ePayment System ePayment System is one of the eServices from Registration Department which helps the citizen to select the service to be availed from the Department. fill the details with the help of the form provided in the portal and choose the mode of payment either Online (Net-Banking) or Offline (Counter Payment at the Bank). In the case of Online the Citizen can go with the bank where his Bank A/c is maintained and make the payment through that Bank. In the case of Offline mode after filling the format with Service details, the Challan can be generated from the Portal and can go to any Bank with that

Read more

CHECK YOUR STAMP DUTY VALUATION

CALCULATE BUILDING VALUE

ENCUMBRANCE CERTIFICATE
Apply Online
Search/View EC

CREATE APPLICATION
Create Document
Abstract for Draft Deed
Encumbrance Certificate
Certified Copy

KNOW YOUR APPLICATION STATUS
My Documents
Encumbrance Certificate
Certified Copy

FIGURE 20: STATUS OF REQUEST LIST 1

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

Step 2: Click on Marriage registration and then click on **Copy of Marriage Extract** and then **Request List**



Home > Registration > Marriage Registration > Copy of Marriage Extract > Request List

Request List

Application Number:

Status:

Payment Status:

295 items found, displaying 1 to 10.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Application Number	Marriage Type	Application Date	Payment Status	Status
EXTP/574/2019	Hindu Marriage	2019-08-02	Pending	Submitted
EXTP/573/2019	Special Marriage	2019-08-02	Paid	Under Processing
EXTP/572/2019	Hindu Marriage	2019-08-01	Paid	Under Processing
EXTP/571/2019	Special Marriage	2019-08-01	Paid	Under Processing
EXTP/570/2019	Tamilnadu Muslim Marriage	2019-08-01	Paid	Under Processing
EXTP/569/2019	Tamilnadu Marriage	2019-08-01	Paid	Under Processing
EXTP/568/2019	Hindu Marriage	2019-08-01	Paid	Under Processing
EXTP/567/2019	Hindu Marriage	2019-08-01	Pending	Submitted
EXTP/566/2019	Special Other Marriage	2019-08-01	Paid	Under Processing
EXTP/565/2019	Hindu Marriage	2019-08-01	Pending	Submitted

FIGURE 21: STATUS OF REQUEST LIST 2

The Citizen can view the Status of the Request list under **Status**

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

Request List

Application Number:

Status:

Payment Status:

26 items found, displaying 1 to 10.
[First/Prev] 1, 2, 3 [Next/Last]

Application Number	Marriage Type	Application Date	Payment Status	Status
EXTP/529/2019	Tamilnadu Muslim Marriage	2019-07-10	Paid	Returned To Citizen
EXTP/525/2019	Hindu Marriage	2019-07-08	Paid	Returned To Citizen
EXTP/522/2019	Tamilnadu Muslim Marriage	2019-07-05	Paid	Returned To Citizen
EXTP/518/2019	Tamilnadu Muslim Marriage	2019-06-19	Paid	Returned To Citizen
EXTP/512/2019	Tamilnadu Marriage	2019-06-05	Paid	Returned To Citizen
EXTP/511/2019	Special Other Marriage	2019-06-04	Paid	Returned To Citizen
EXTP/510/2019	Special Marriage	2019-06-04	Paid	Returned To Citizen
EXTP/509/2019	Tamilnadu Muslim Marriage	2019-06-04	Paid	Returned To Citizen
EXTP/508/2019	Hindu Marriage	2019-06-04	Paid	Returned To Citizen
EXTP/507/2019	Tamilnadu Marriage	2019-06-04	Paid	Returned To Citizen

Online Services Search Duty and Fees Reference Download External Links Legal Information Quick Contact

FIGURE 22: STATUS OF REQUEST LIST 3

Once the CC get approval from SR, the status changes into **Returned to citizen**

A certified copy of the above, will be sent to the Citizen's registered E-mail address.