SPECIAL MARRIAGE: NOTICE REGISTRATION 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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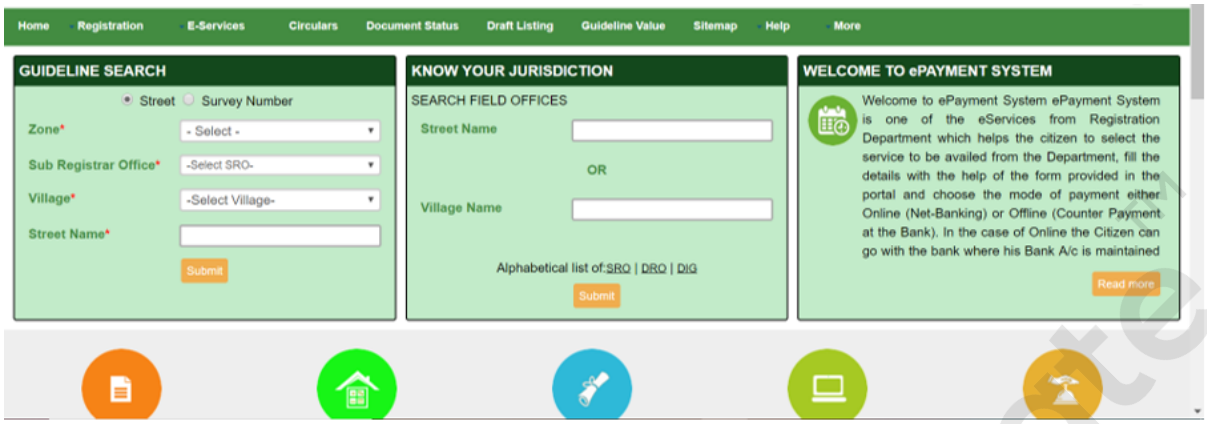


FIGURE 1: LOGIN PAGE

Login to the website with your user name and password

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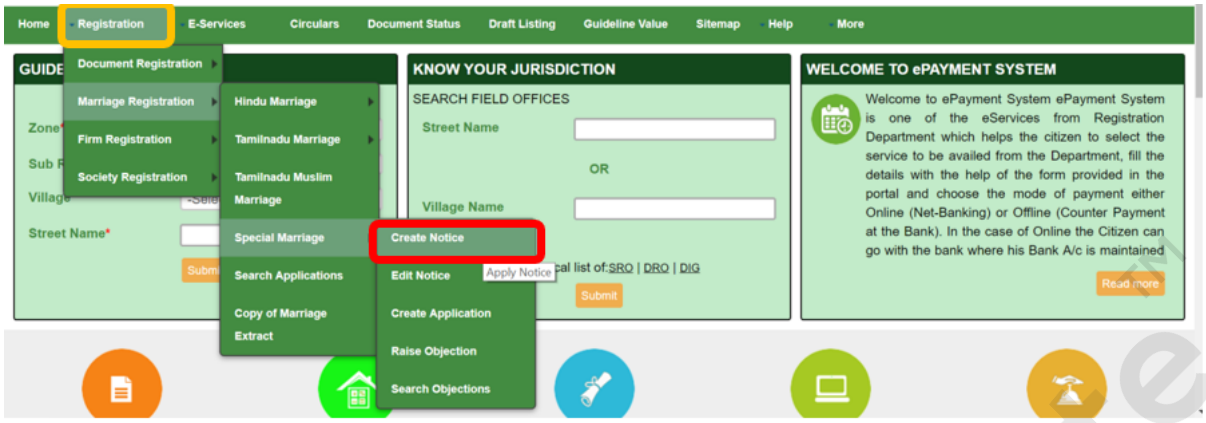


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To register for Special Marriage, click on Registration

Step 2: Then select Marriage registration

Step 3: Then click on Create Notice under Special Marriage

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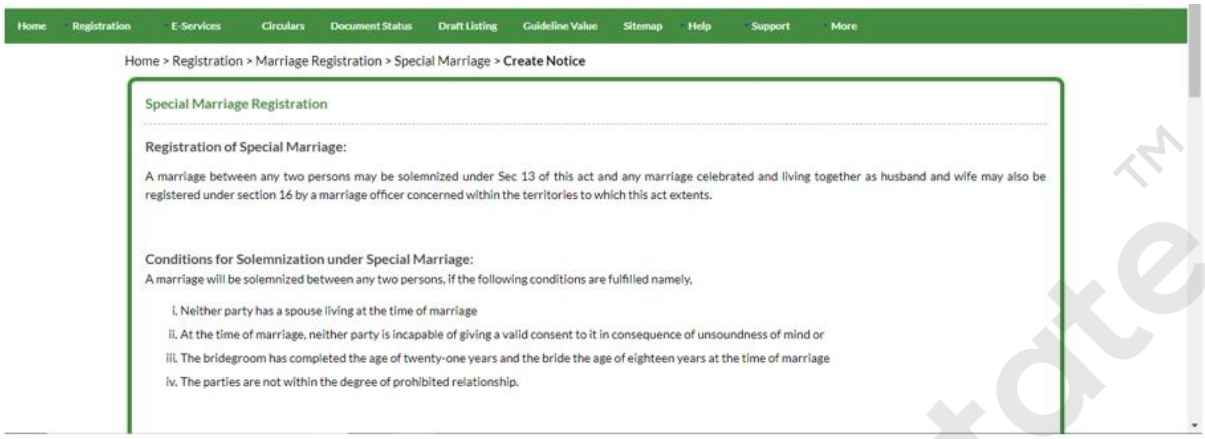


FIGURE 3: CONDITIONS FOR SOLEMNIZATION UNDER SPECIAL MARRIAGE

For a special marriage, the conditions under which the marriage falls must be adhered to.

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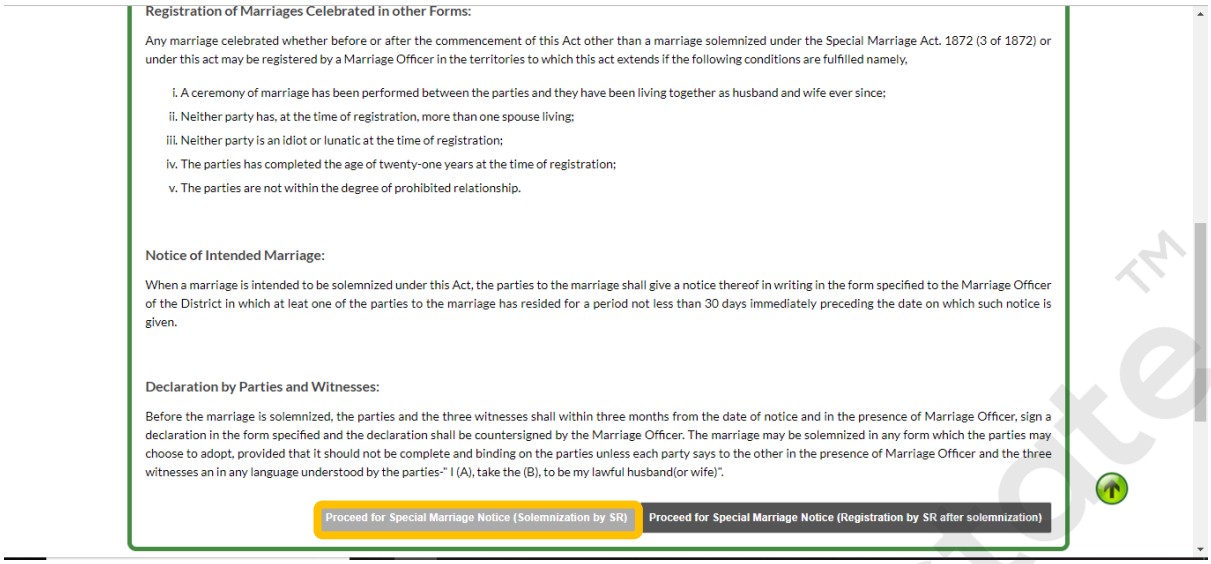


FIGURE 4: GUIDELINES TO BE FOLLOWED SPECIAL MARRIAGE REGISTRATION

Guidelines to be followed if registering under the Special Marriage registration

Step 1: Neither the Bride or the Bridegroom must have any spouse living at the time of marriage

Step 2: The parties must not be in a prohibited relationship

Step 3: Both the Bridegroom and Bride must be not less than 21yrs and 18yrs of age respectively at the time of marriage. For Notice creation the Bridegroom must be not less than 20yrs and 9 months whereas the bride must not be less than 17yrs and 9 months of age respectively

Step 4: To register any one of the places must be in the jurisdiction of the registering office.

- Residence of Bride or
- Residence of Bridegroom

Wherein he/she must have resided there for not less than 30 days prior to giving the notice of intended marriage

Step 5: Proof of Residence, and Age must be provided for both the Bride and the Bridegroom.

Step 6: Notice for intended marriage is given

Step 7: If no objection for the marriage is received within 30 days then the marriage can be registered within 3 months from the issuance of the Notice. The marriage cane be solemnized in the presence of the marriage officer and 3 witnesses in which both the parties give a valid consent to be the lawfully wedded wife/Husband of the other party. This is binding on both the parties.

Step 9: Click on Proceed special marriage notice (Solemnization by SR)

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1. BRIDEGROOM DETAILS

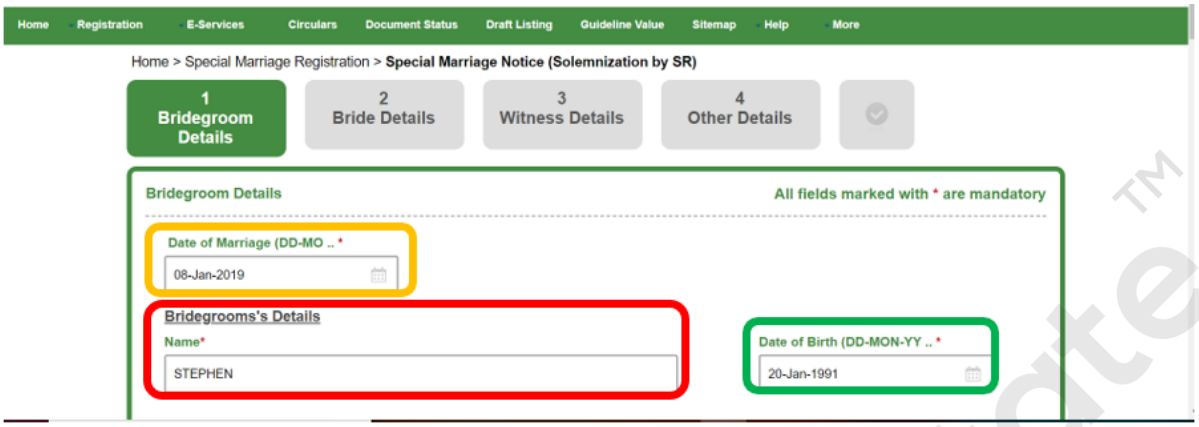


FIGURE 5: BRIDEGROOM'S DETAILS 1

Step 1: Select the Date of Marriage from the calendar menu. Note: The date of marriage can only be after 30 days from notice creation and within 90 days after notice creation

Step 2: Enter the Bridegroom's Name as per records

Step 3: Select the Date of Birth from the calendar Menu, the age is automatically populated. Note: The Bridegroom's age must be not less than 20yrs and 9 months as on the date of notice creation.

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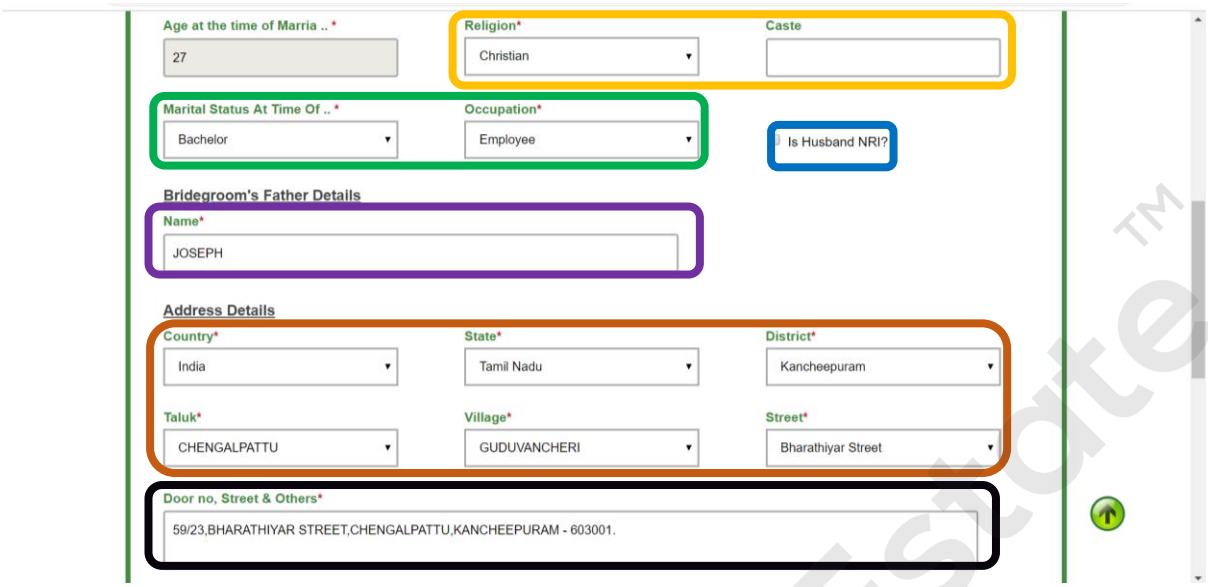


FIGURE 6: BRIDEGROOM'S DETAILS 2

Step 1: Select the Religion and Enter the caste

Step 2: Select the Marital Status (at the time of marriage) and occupation from the drop-down menu

Step 3: If only the husband/ wife is an NRI then check the box is husband NRI and then enter the Husband's Passport number

Step 4: Under Bridegroom's Father Details enter the Name

Step 5: Fill in the address details by selecting Country, State, District, Taluk, Village and Street from the drop-down menu

Step 6: Enter the Door no street and others in the space provided.

Note: To have the Marriage registered at a particular SRO, the Bride/ Bridegroom must have resided at the mentioned address (belonging to the registering SRO) for not less than 30 days prior to giving the notice of intended marriage

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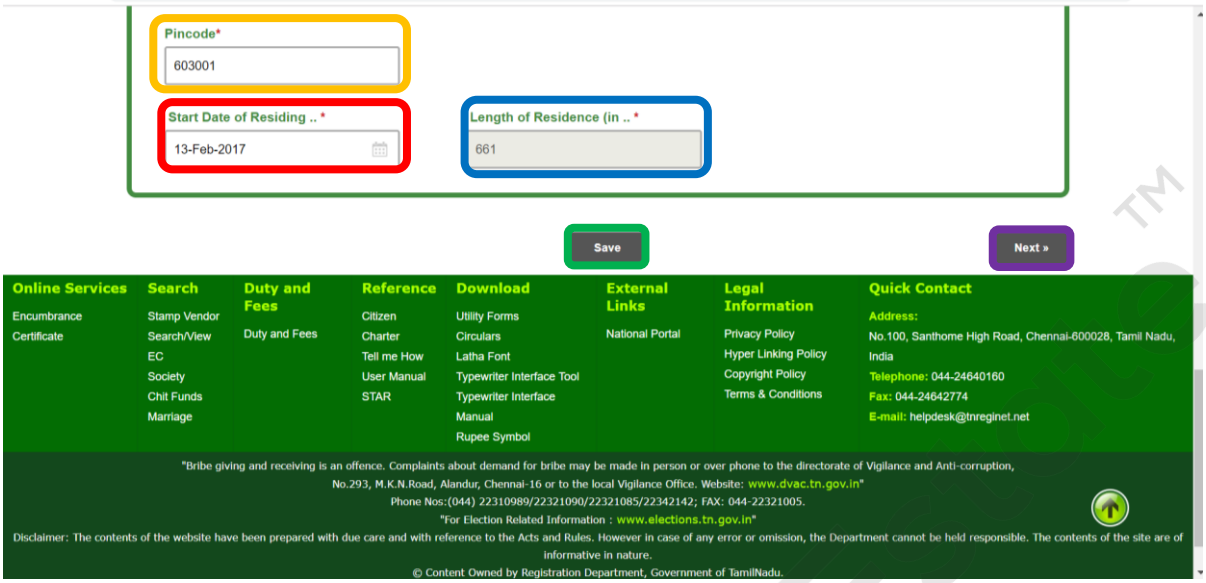


FIGURE 7: BRIDEGROOM'S DETAILS 3

Step 1: Enter the Pincode

Step 2: Select the date from which they have been residing in the mentioned address, the length of residence gets automatically populated.

Step 3: Click on Save to save the details and click on Next to go to the next page

2. BRIDE'S DETAILS



FIGURE 8: BRIDE'S DETAILS 1

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

Step 2: Select the Date of Birth from the calendar Menu, the age is automatically populated. Note: The Bride's age must not be less than 17 yrs and 9 months as on the date of Notice creation.

Step 3: Select the Religion and enter the Caste

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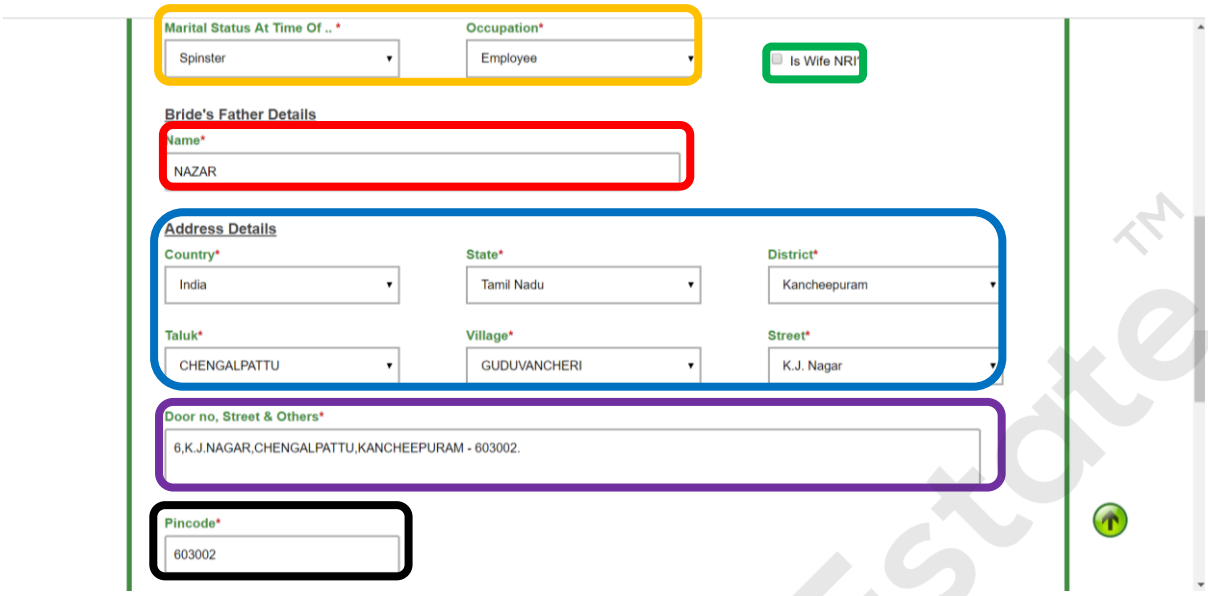


FIGURE 9: BRIDE'S DETAILS 2

Step 1: Select the Marital Status (at the time of marriage) and Occupation from the drop-down menu

Step 2: If only the husband/ wife is an NRI then check the box is wife NRI and then enter the Wife's Passport number

Step 3: Under Bride's Father Details enter the Name

Step 4: 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

Note: To have the Marriage registered at a particular SRO, the Bride/ Bridegroom must have resided at the mentioned address (belonging to the registering SRO) for not less than 30 days prior to giving the notice of intended marriage

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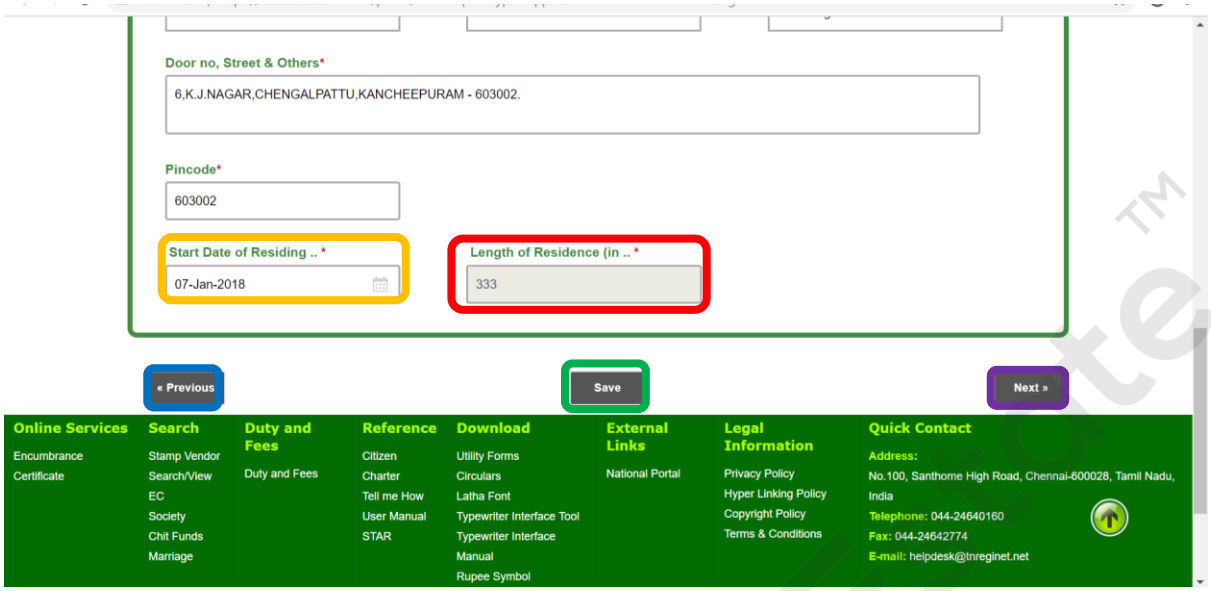


FIGURE 10: BRIDE'S DETAILS 3

Step 1: Select the date from which they have been residing in the mentioned address, the length of residence gets automatically populated.

Step 3: Click on Save to save the details, Click on Previous to go to the previous pages and click on Next to go to the next page

3. WITNESS DETAILS

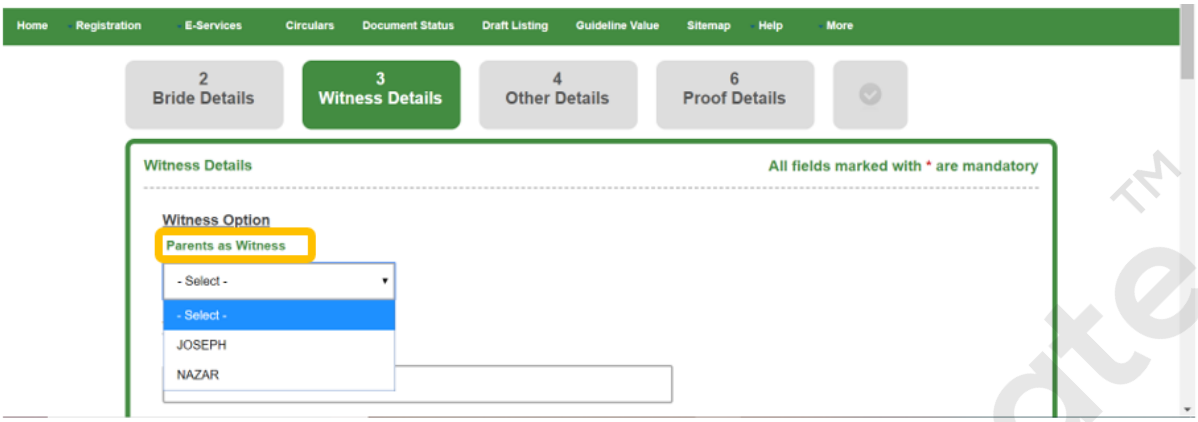


FIGURE 11: WITNESS DETAILS 1

Step 1: Once wife details is updated, the page navigates 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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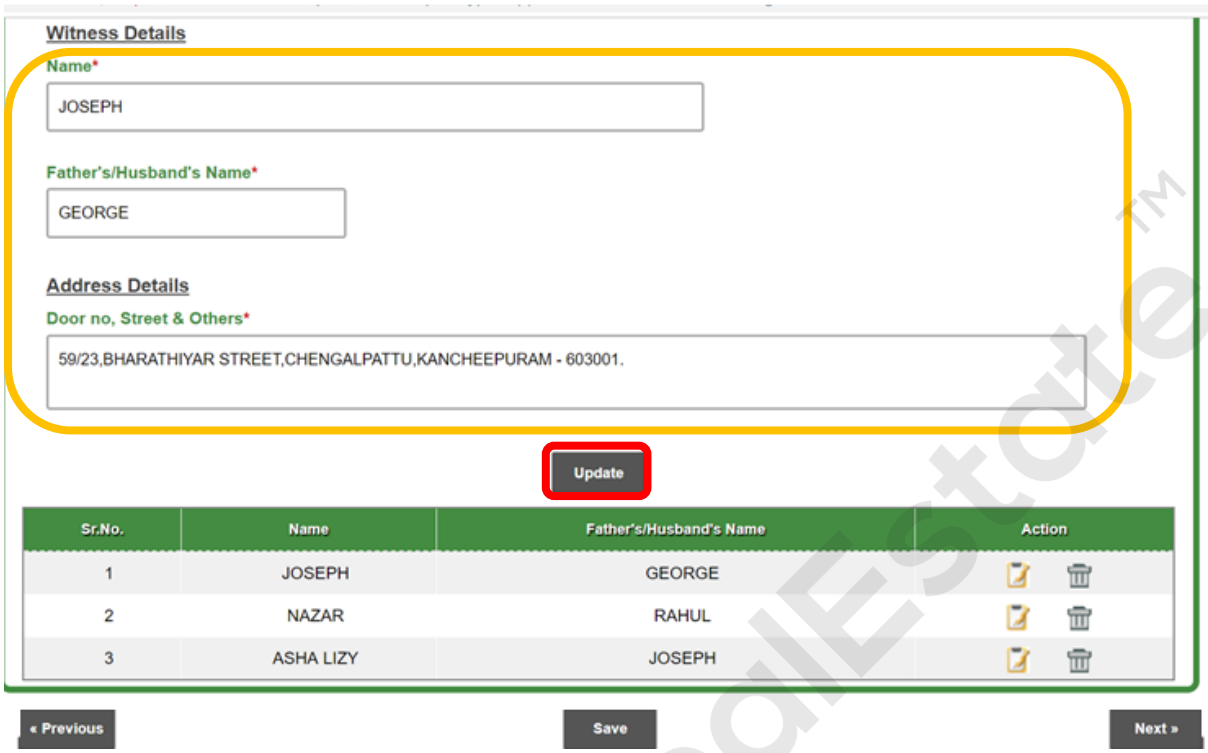


FIGURE 12: WITNESS DETAILS 2

Step 1: For other witnesses manually enter Name, Father's/husband's name, and Address details

Step 2: Click on Update to Add the details to the grid.

Step 3: Click on Previous to go to the previous pages to clear all the fields and Click on save to Save the details

Note: A minimum of three witnesses is required for Special Marriage Registration

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4. OTHER DETAILS

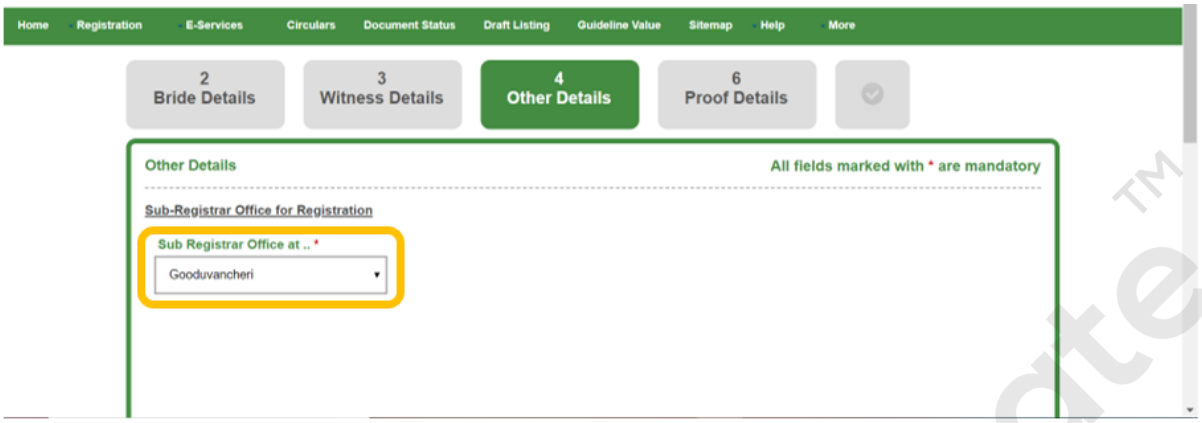
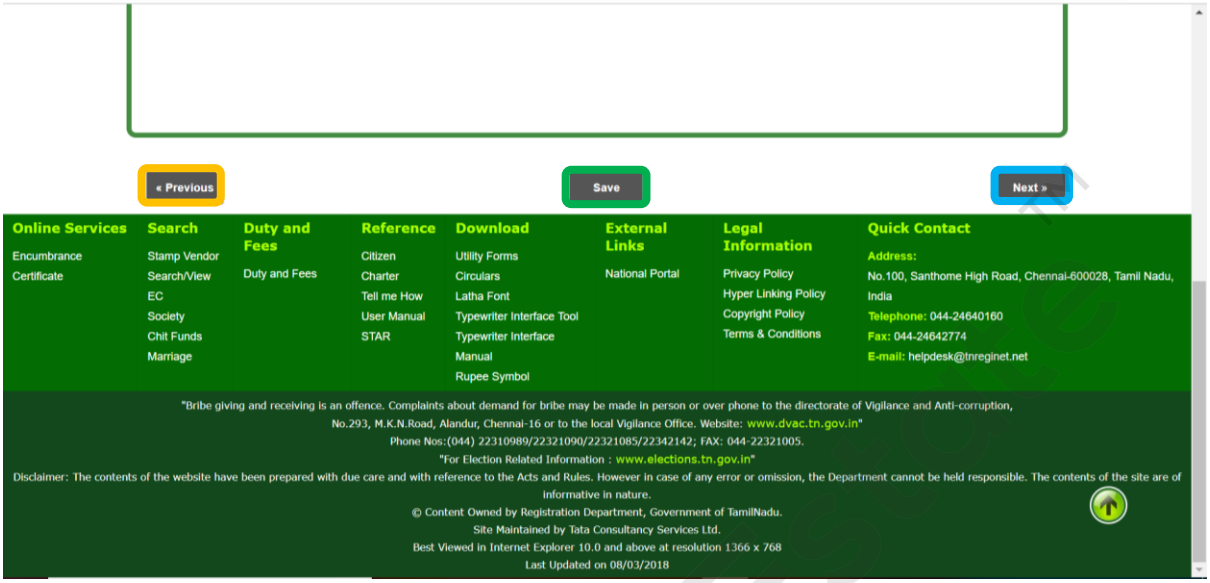


FIGURE 13: OTHER DETAILS 1

Select the Sub Registrar's office from the drop-down menu, where the marriage is being registered

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If the details need to be checked click on Previous to Save the details click on Save else click on Next to go to the next page

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5. NRI DETAILS

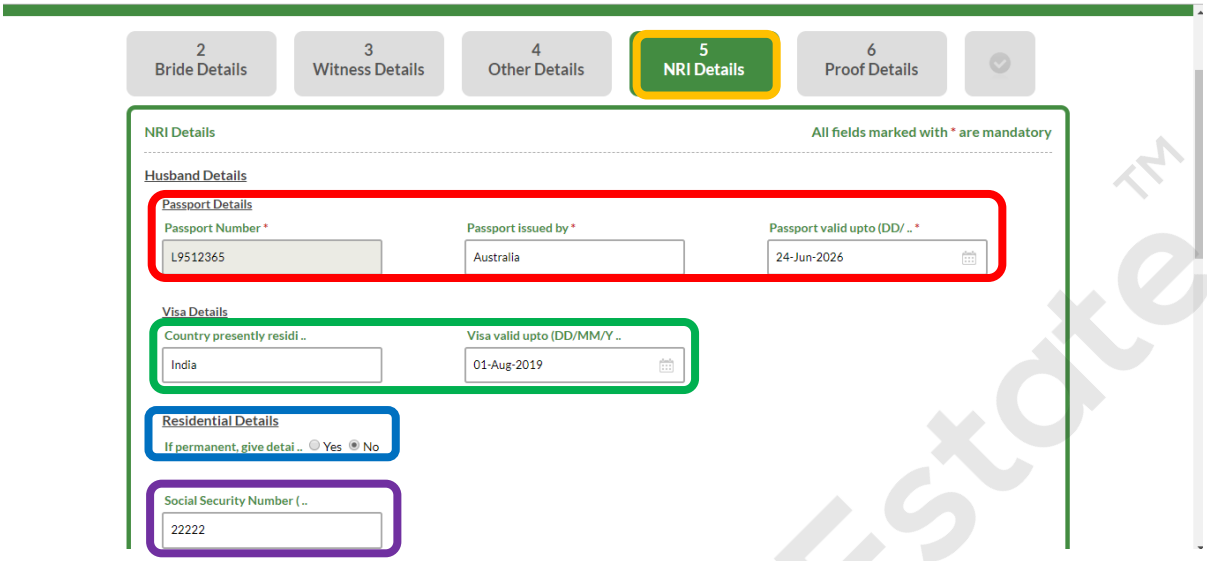


FIGURE 14: NRI DETAILS HUSBAND

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

Step 4: Enter the Residential details: Check the box if Permanent resident or not

Step 5: If yes then enter the Social Security number else click on No

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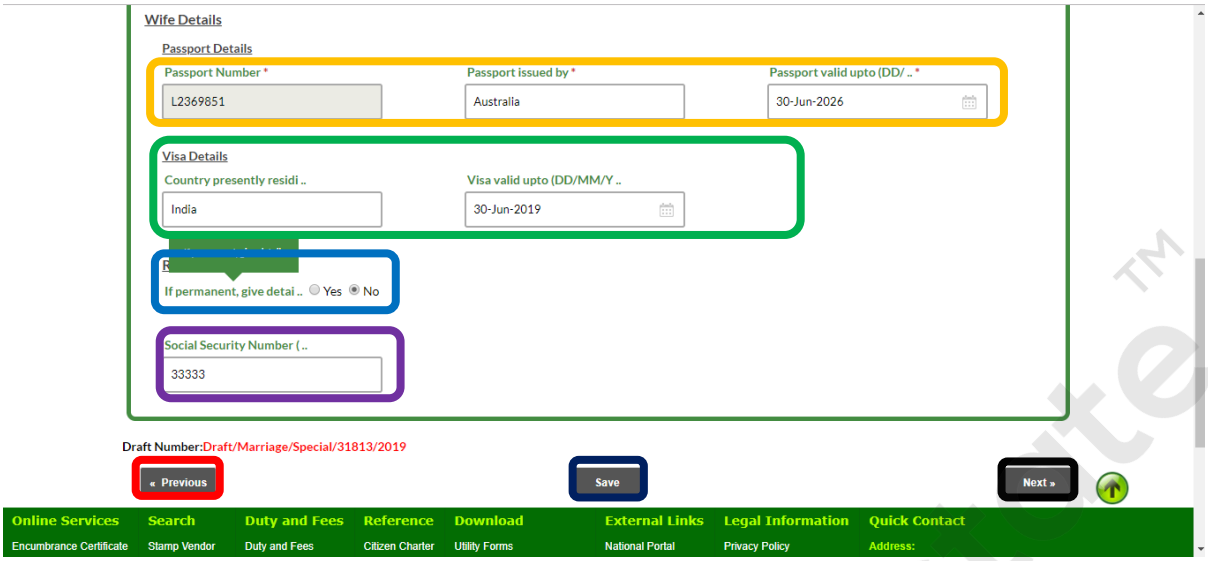


FIGURE 15: NRI DETAILS WIFE

Step 1: Under Wife Details enter the Passport number, Passport issued by, Passport valid upto

Step 2: Enter the Visa details: country presently residing and the validity of the visa

Step 3: Enter the Residential details: Check the box if Permanent resident or not

Step 4: If yes then enter the Social Security number else click on No

Step 5: If the details need to be checked click on Previous to Save the details click on Save else click on Next to go to the next page

6. PROOF DETAILS

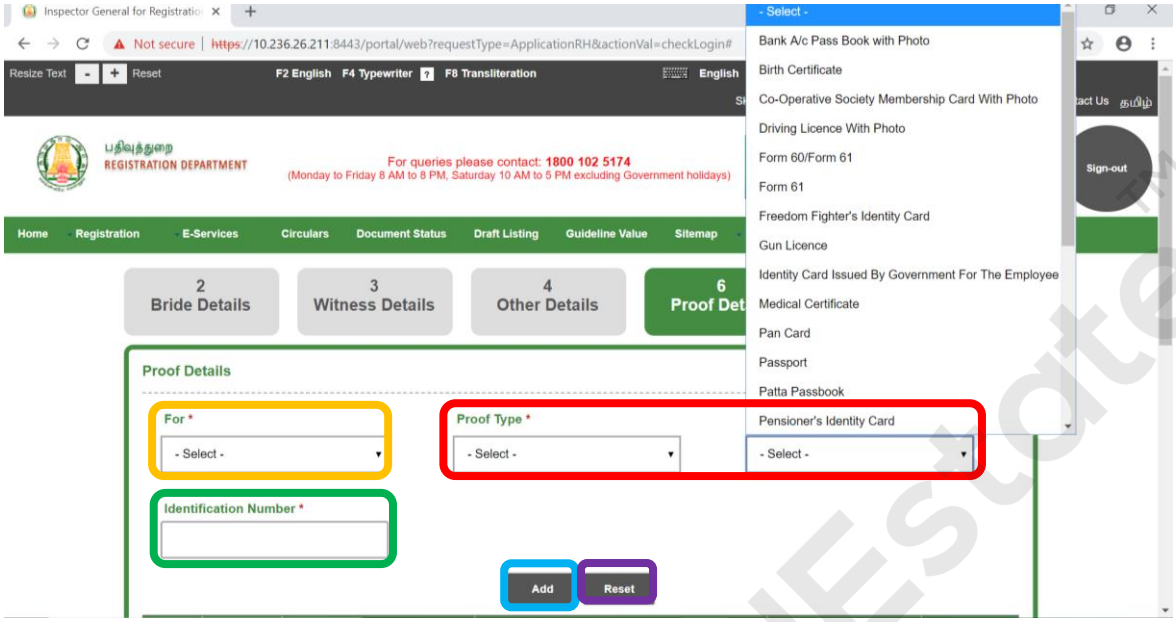


FIGURE 16: PROOF DETAILS HUSBAND AND WIFE 1

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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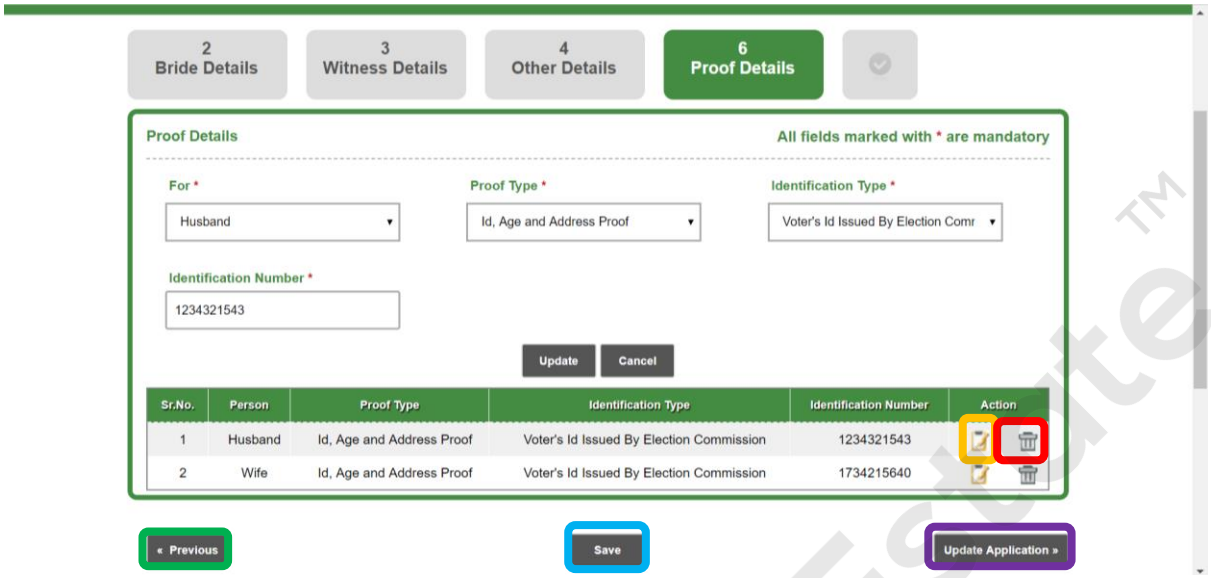


FIGURE 17: PROOF DETAILS HUSBAND AND WIFE 2

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.

7. ONLINE PAYMENT

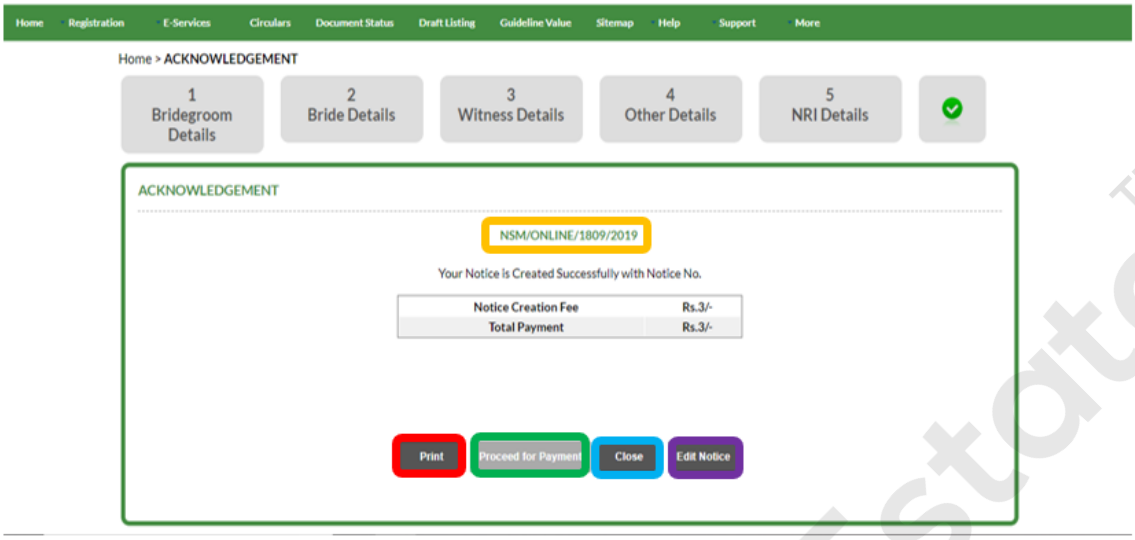


FIGURE 18: E-PAYMENT 1

Step 1: Once the Notice is created successfully the above page is displayed with the Notice 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 Notice

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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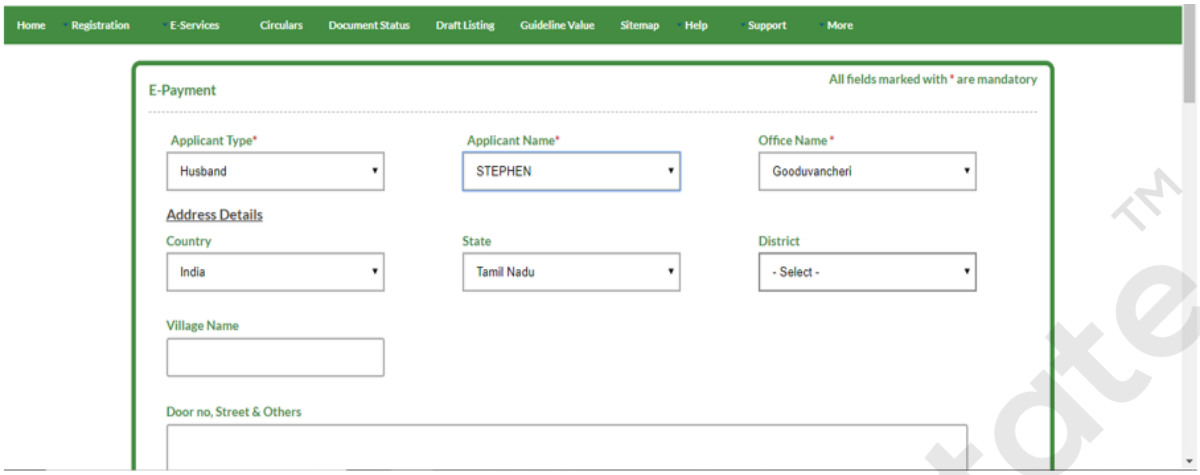


FIGURE 19: E- PAYMENT 2

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

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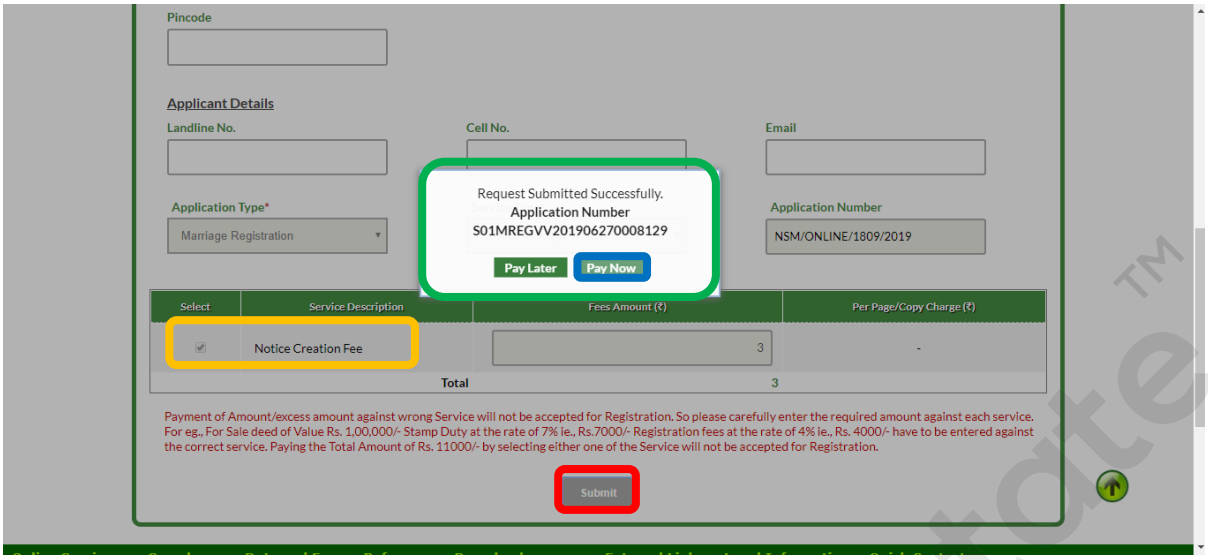


FIGURE 20: E-PAYMENT 3

Step 1: Check the Notice creation 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

Step 4: Click on Pay Now

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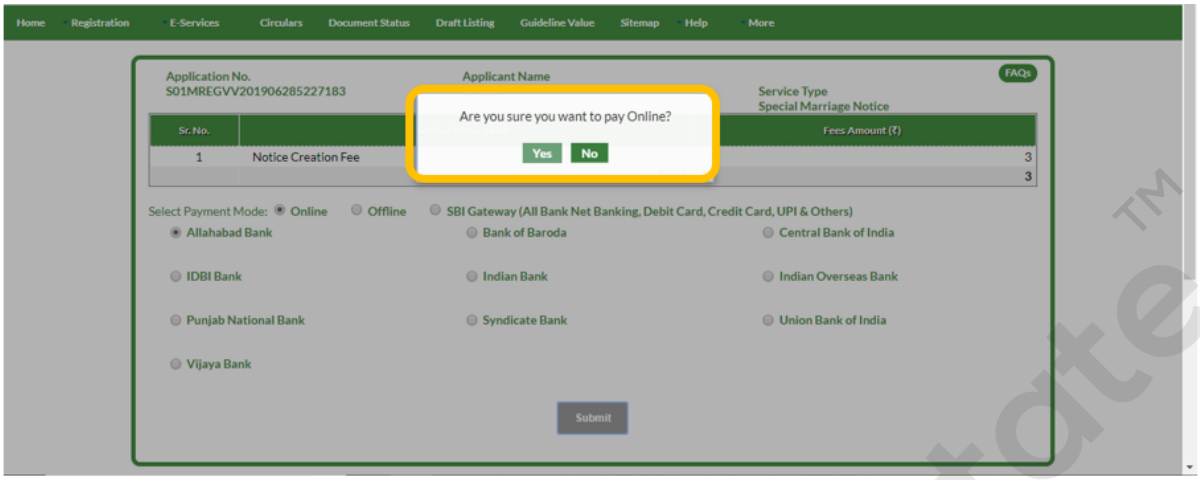


FIGURE 21: ONLINE CONFIRMATION

Confirm if you want to pay online

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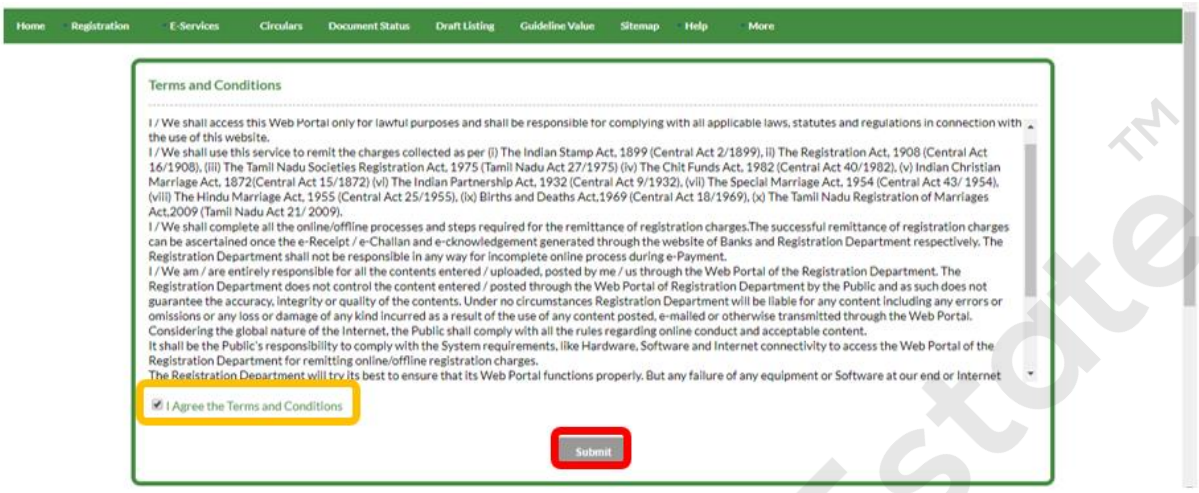


FIGURE 22: TERMS AND CONDITIONS

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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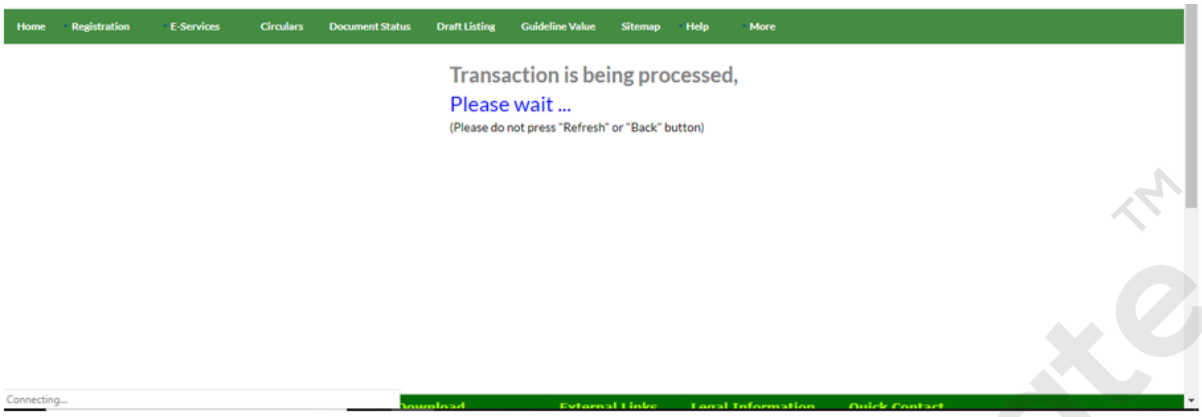


FIGURE 23: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.

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FIGURE 24: ONLINE PAYMENT 1

The page is directed to a payment gateway for online payment

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FIGURE 25: ONLINE PAYMENT 2

On logging in complete the payment process

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8. EDIT NOTICE

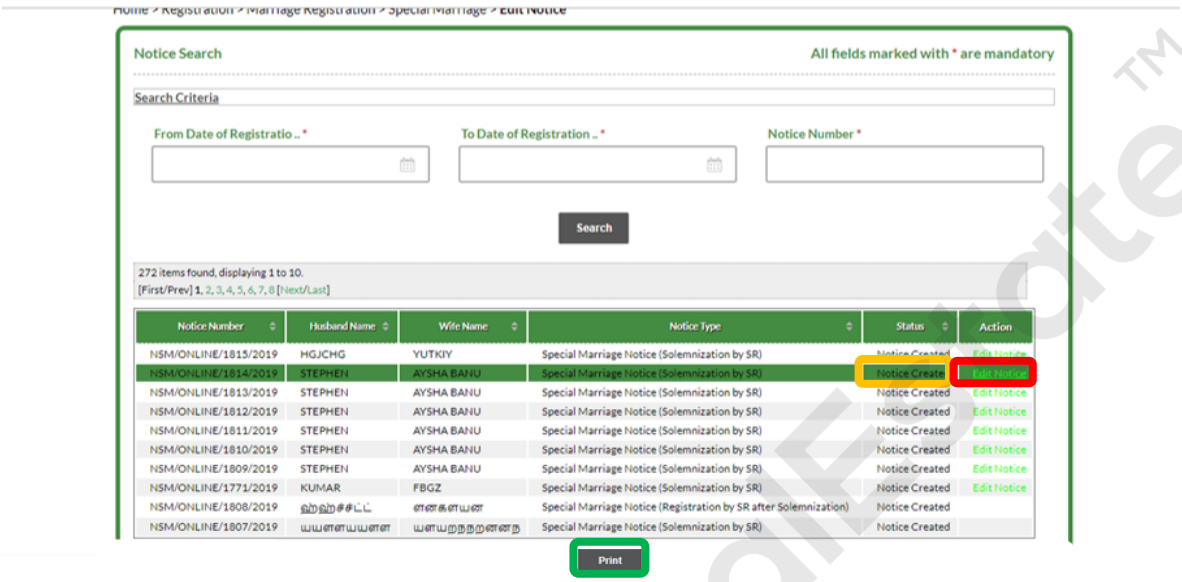


FIGURE 26: EDIT NOTICE

Step 1: On clicking on Search the Special Marriage for which the notice has been created will be visible.

Step 2: The status of the Notice is visible here

Step 3: The Notice can be edited by going to Edit notice

Step 4: To Print the notice, select the file and click on Print

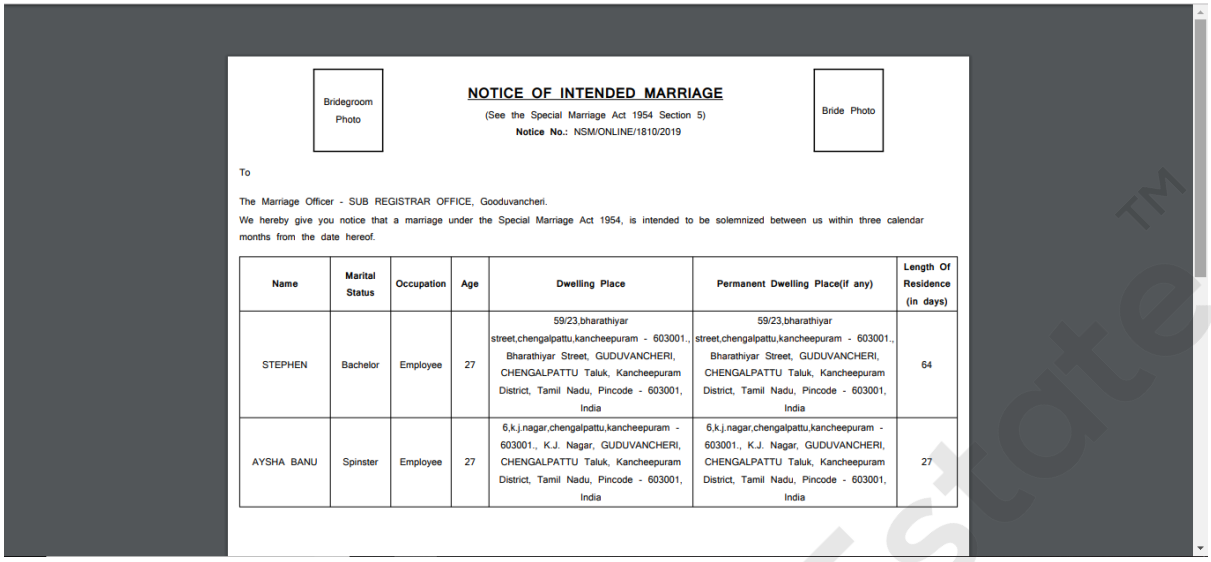
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FIGURE 27: ACKNOWLEDGEMENT 2

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

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Bridegroom Photo

NOTICE OF INTENDED MARRIAGE

(See the Special Marriage Act 1954 Section 5)

Notice No.: NSM/ONLINE/1810/2019

Bride Photo

To

The Marriage Officer - SUB REGISTRAR OFFICE, Gooduvancheri.

We hereby give you notice that a marriage under the Special Marriage Act 1954, is intended to be solemnized between us within three calendar months from the date hereof.

Name	Marital Status	Occupation	Age	Dwelling Place	Permanent Dwelling Place(if any)	Length Of Residence (in days)
STEPHEN	Bachelor	Employee	27	59/23,bharathiyar street,chengalpattu,kancheepuram - 603001., Bharathiyar Street, GUDUVANCHERI, CHENGALPATTU Taluk, Kancheepuram District, Tamil Nadu, Pincode - 603001, India	59/23,bharathiyar street,chengalpattu,kancheepuram - 603001., Bharathiyar Street, GUDUVANCHERI, CHENGALPATTU Taluk, Kancheepuram District, Tamil Nadu, Pincode - 603001, India	64
AYSHA BANU	Spinster	Employee	27	6,k.j.nagar,chengalpattu,kancheepuram - 603001., K.J. Nagar, GUDUVANCHERI, CHENGALPATTU Taluk, Kancheepuram District, Tamil Nadu, Pincode - 603001, India	6,k.j.nagar,chengalpattu,kancheepuram - 603001., K.J. Nagar, GUDUVANCHERI, CHENGALPATTU Taluk, Kancheepuram District, Tamil Nadu, Pincode - 603001, India	27

FIGURE 28: NOTICE OF INTENDED MARRIAGE

Notice of intended marriage can be printed.

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