SPECIAL MARRIAGE OTHER NOTICE CREATION

USER MANUAL FOR REQUESTS ORIGINATING FROM CITIZEN'S PORTAL

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Notice

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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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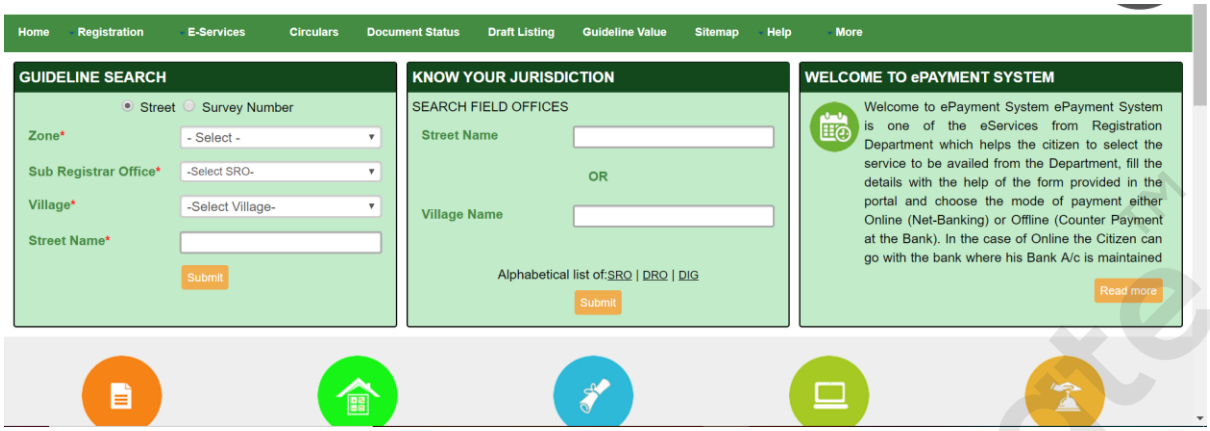


FIGURE 1: LOGIN PAGE

Login to the website with your user name and password

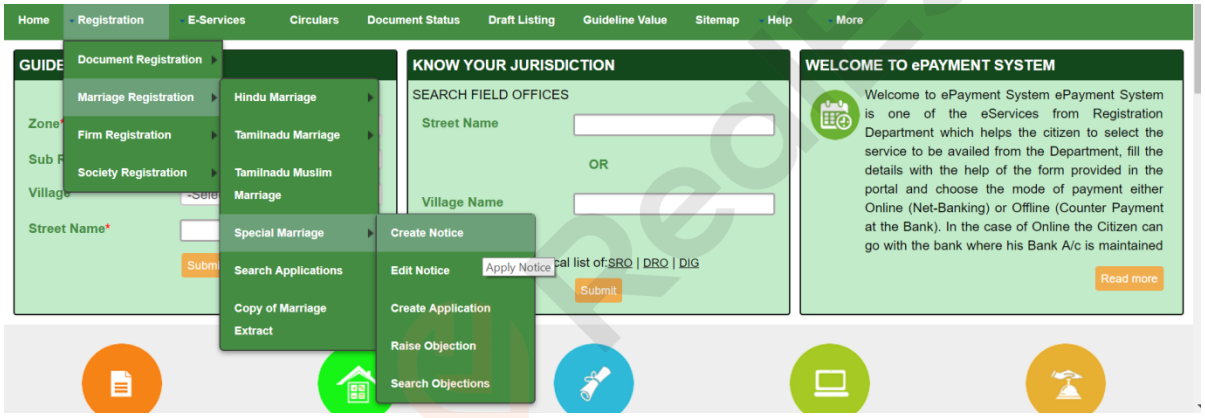


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

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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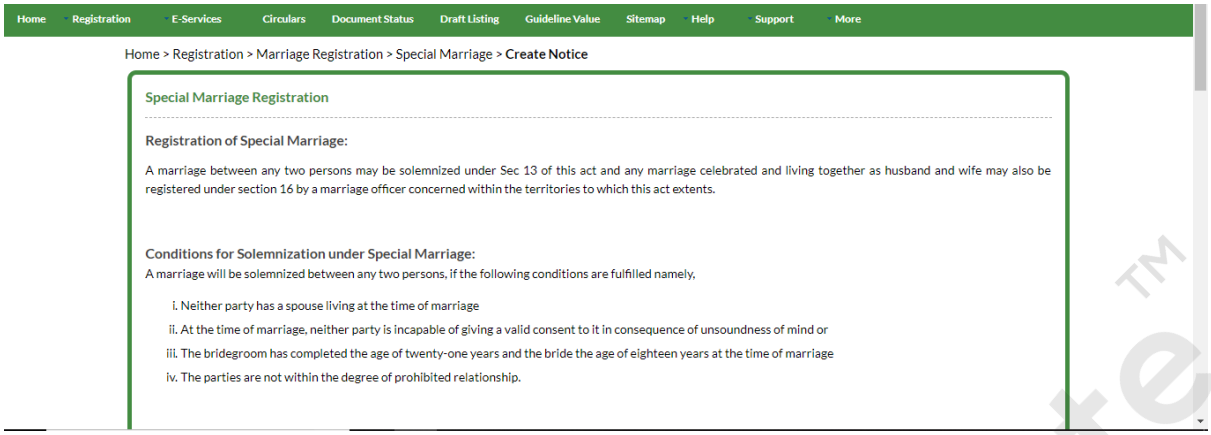


FIGURE 3: CONDITIONS FOR SOLEMNIZATION UNDER SPECIAL MARRIAGE

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

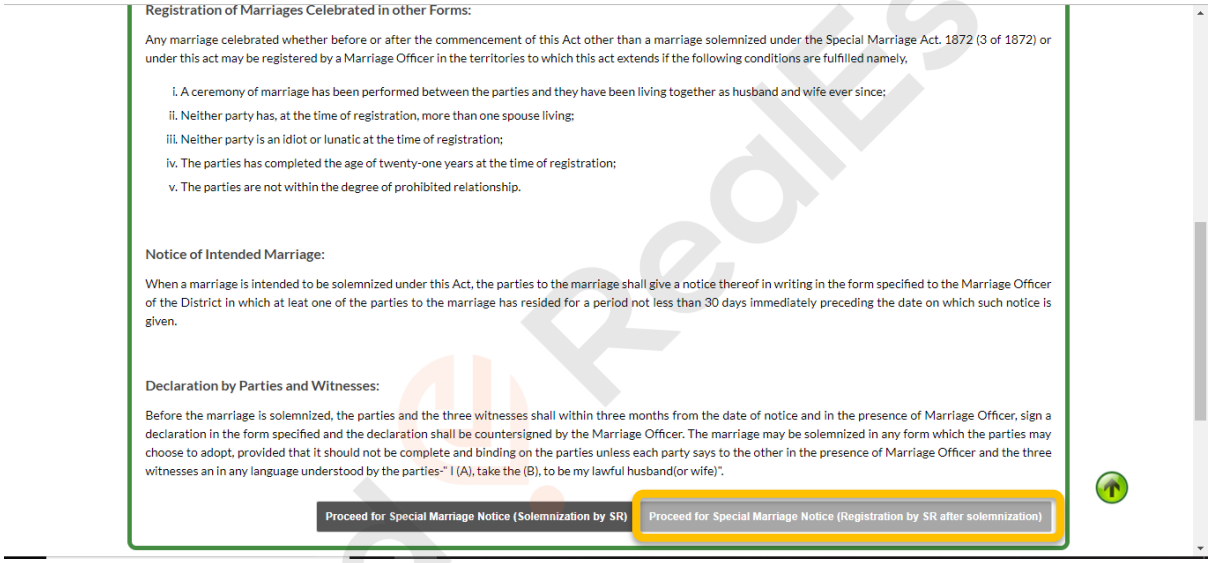


FIGURE 4: GUIDELINES TO BE FOLLOWED SPECIAL MARRIAGE REGISTRATION

Guidelines to be followed if registering under the Special Marriage registration

Step 1: A marriage ceremony must have already been performed between the husband and wife and they have been living together ever since

Step 2: Neither the Husband or the wife must not have more than one spouse living at the time of Registration of the marriage

Step 2: Both the parties must be of sound mind and be capable of giving valid consent

Step 3: The parties must not be in a prohibited relationship

Step 4: Both the Husband and the wife must be not less than 21yrs of age at the time of Notice creation.

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Step 5: To register the parties' residence must be in the jurisdiction of the registering office. Wherein they must have resided there for not less than 30 days prior to giving the notice of intended marriage

Step 6: Proof of Residence, and Age must be provided for both the Husband and Wife.

Step 7: Notice for intended marriage is given

Step 8: 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.

Step 9: Click on Proceed special marriage notice (Registration by SR after solemnization)

1. HUSBAND DETAILS

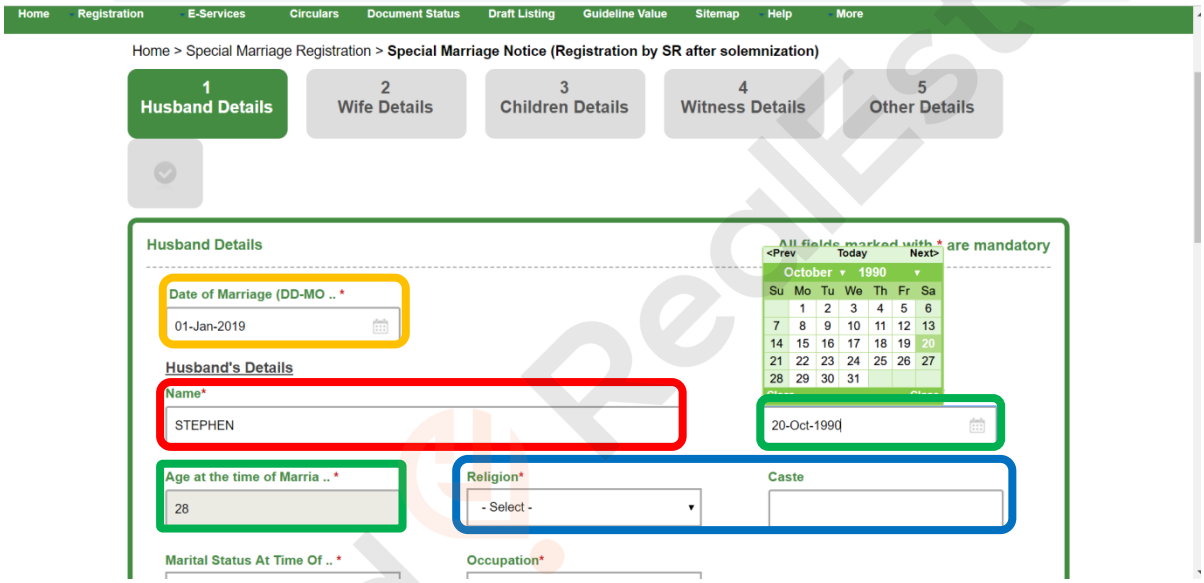


FIGURE 5: HUSBAND'S DETAILS 1

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

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

Step 3: Select the Date of Birth from the calendar Menu, the age is automatically populated. Note: The Husband's age must not be less than 21 yrs. at the time of issuing the notice.

Step 4: Select the Religion and enter the caste

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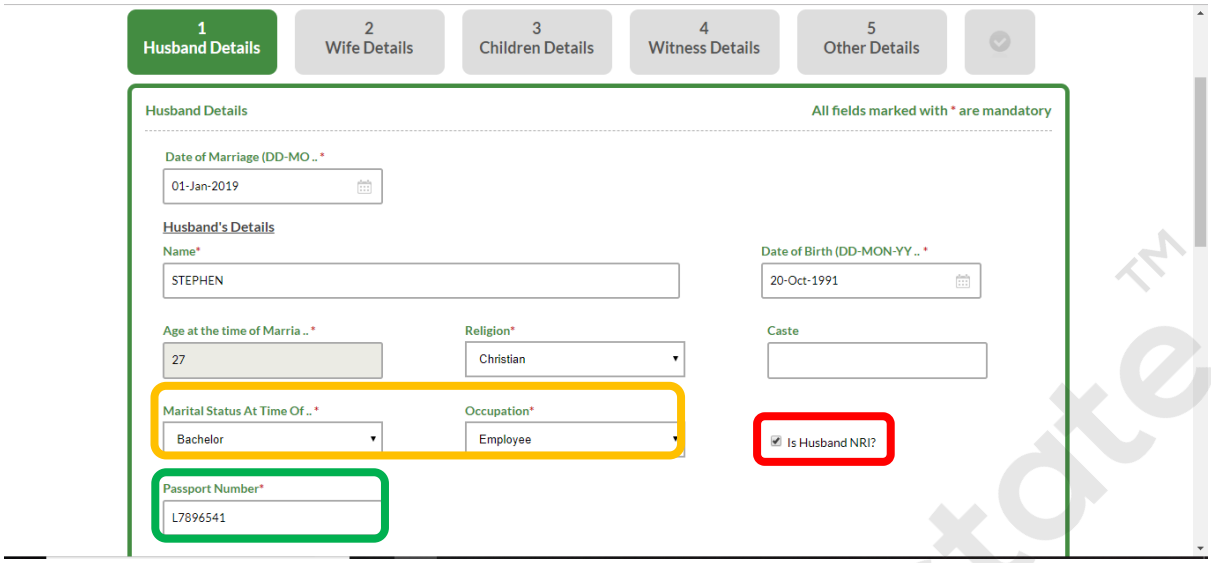


FIGURE 6: HUSBAND'S DETAILS 2

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 husband NRI and then enter the Husband's Passport number

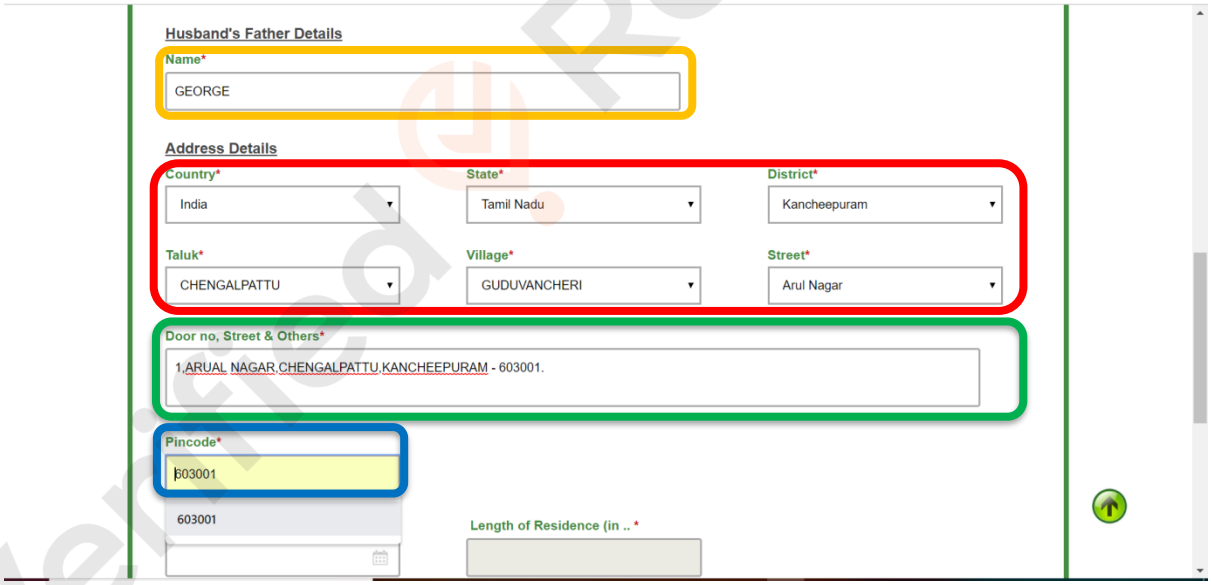


FIGURE 7: HUSBAND'S FATHER DETAILS 1

Step 1: Under Husband's Father Details enter the Name

Step 2: 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

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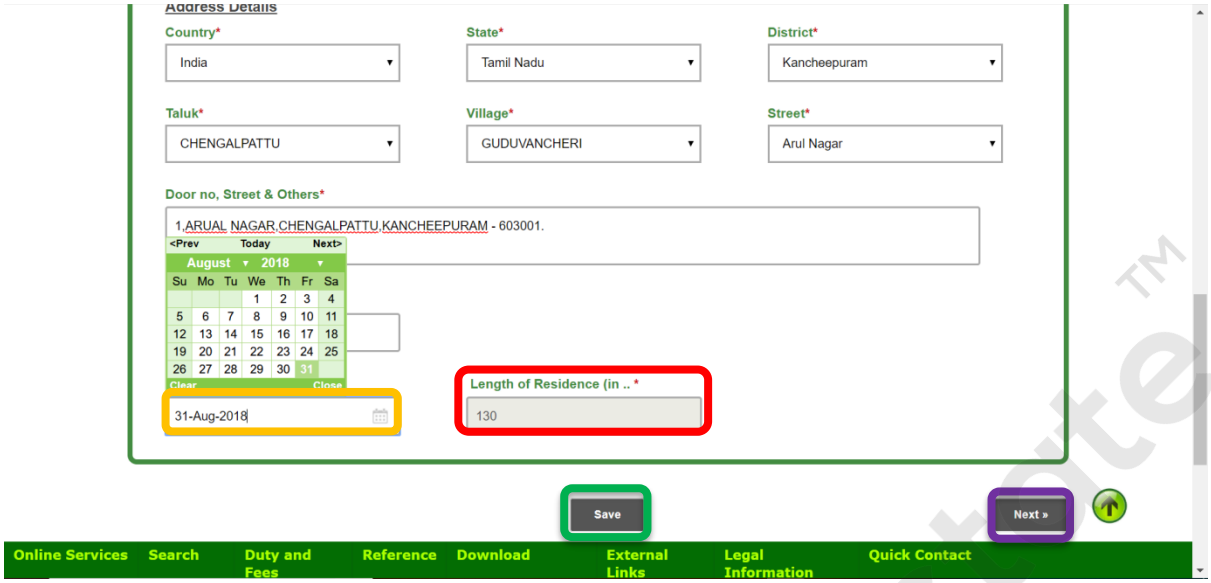


FIGURE 8: HUSBAND'S FATHER DETAILS 2

Step 1: Select the date from which they have been residing in the mentioned address, the length of residence gets automatically populated. Note: The Husband and Wife must have resided at the address for not less than 30 days prior to giving the notice of intended marriage

Step 2: Click on Save to save the details and click on Next to go to the next page

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2. WIFE DETAILS

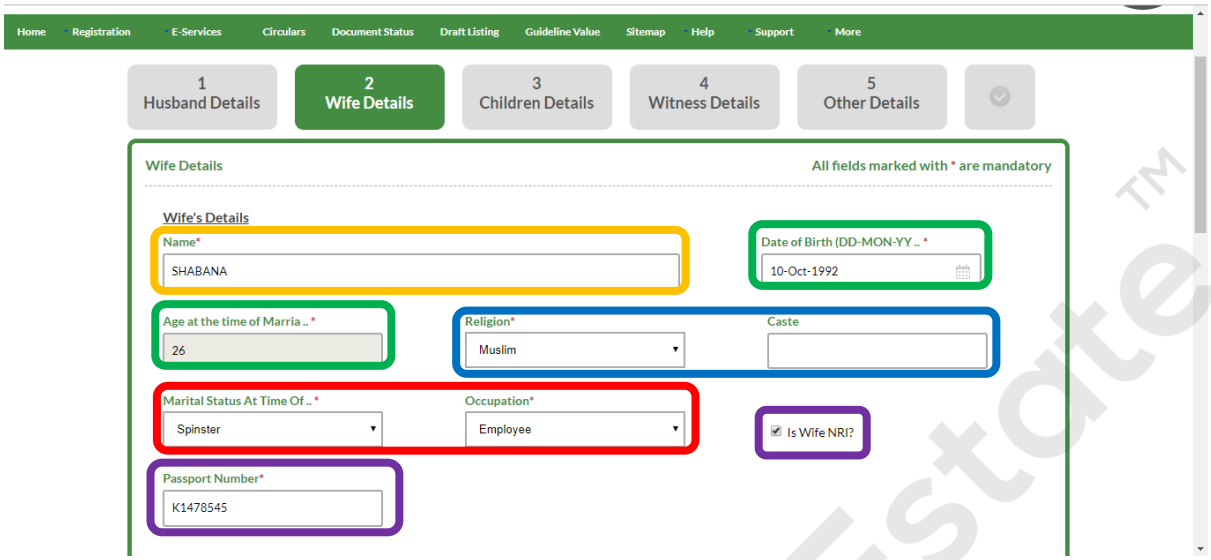


FIGURE 9: WIFE DETAILS

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. Note: The wife's age must not be less than 21years at the time of issuing the notice.

Step 3: Select the Religion and enter the caste

Step 4: Select the Marital Status (at the time of marriage) and occupation from the drop-down menu

Step 5: If only the husband/ wife is an NRI then check the box is wife NRI and then enter the wife's Passport number

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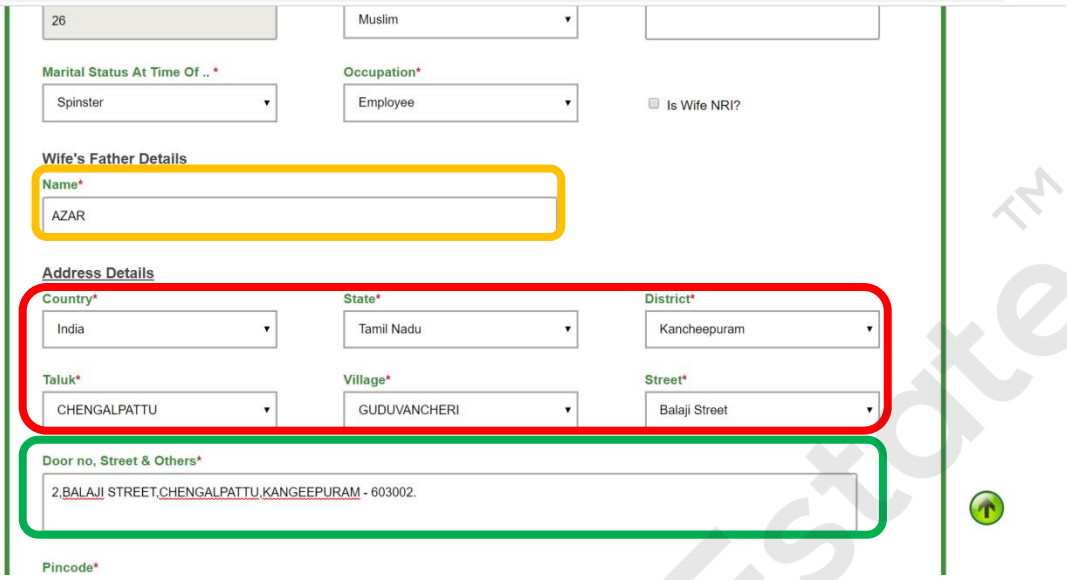


FIGURE 10: WIFE'S FATHER DETAILS 1

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

Step 2: 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 6: Enter the Pincode

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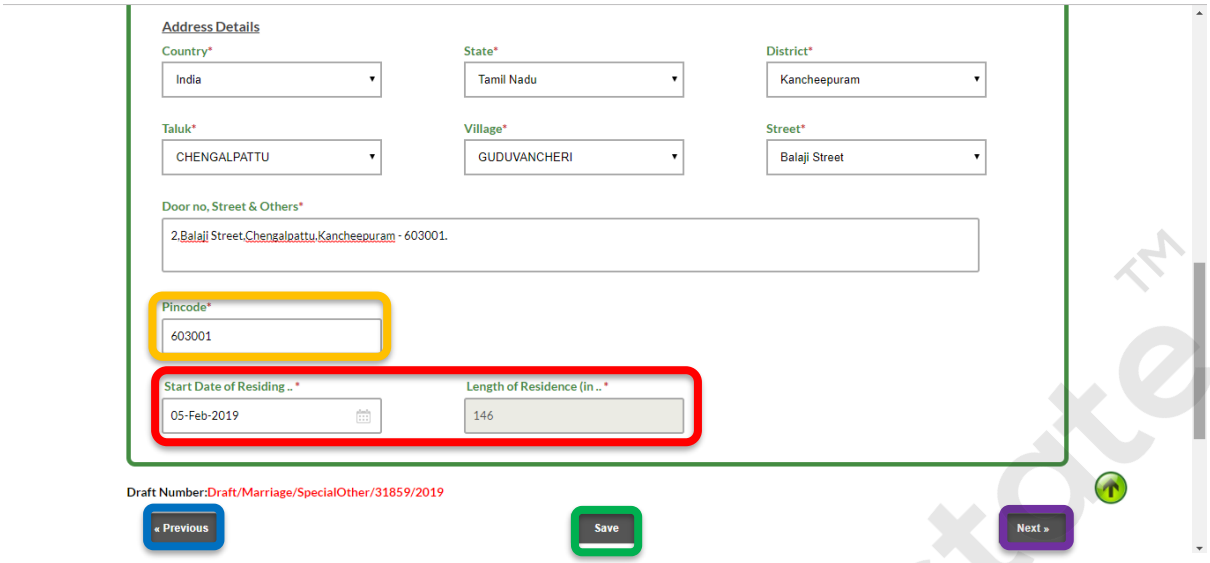


FIGURE 11: WIFE'S FATHER DETAILS 2

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. Note: Husband and Wife must have resided at the address for not less than 30 days prior to giving the notice of intended marriage

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

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3. CHILDREN'S DETAILS

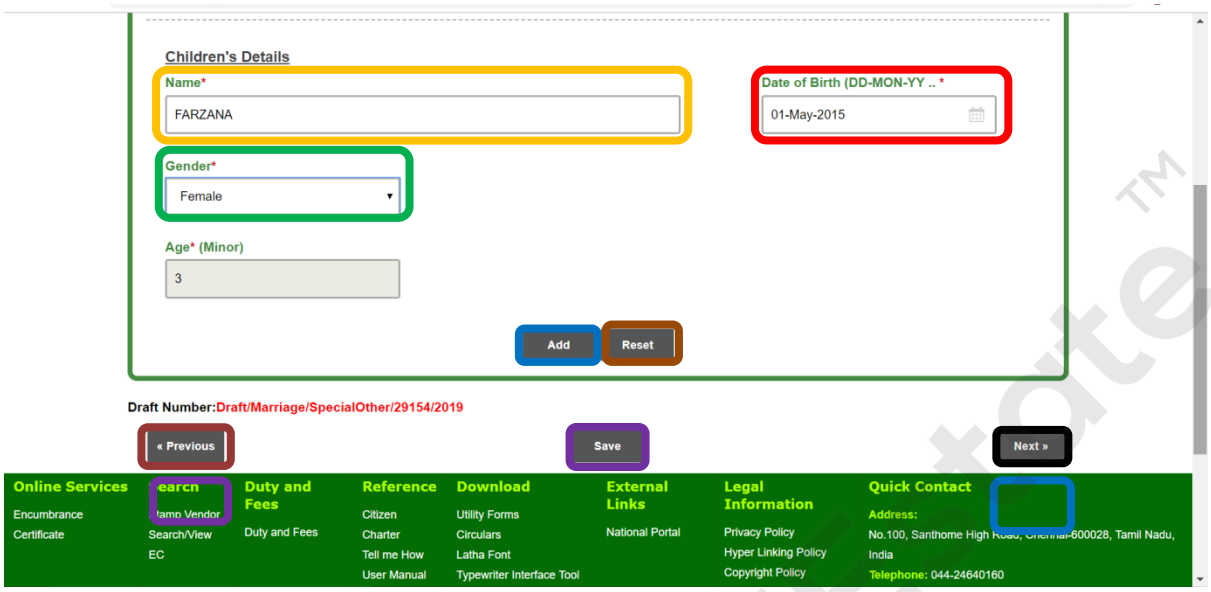


FIGURE 12: CHILDREN'S DETAILS

Step 1: Enter the Child's Name

Step 2: Select the Date of Birth from the calendar menu and the age is automatically populated

Step 2: Select the Gender

Step 2: Click Add to add more Children details and Save, click on Reset to clear the fields

Step 3: Click Next to proceed further else Previous to go to the previous pages.

4. WITNESS DETAILS

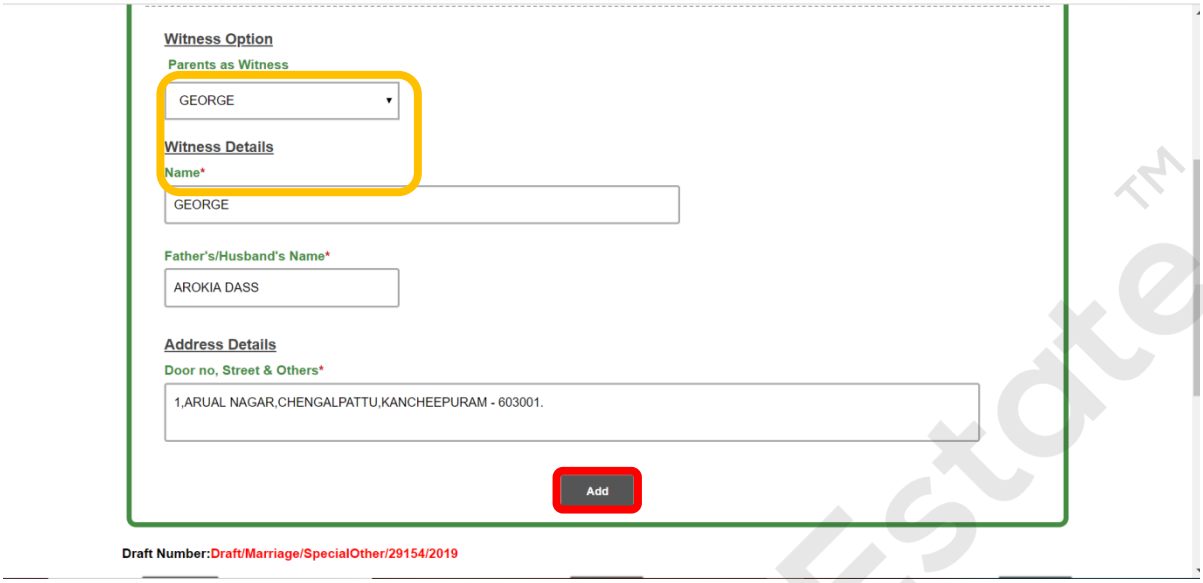


FIGURE 13: WITNESS DETAILS 1

Step 1: Once Children's 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

Step 3: Then click on the Add button

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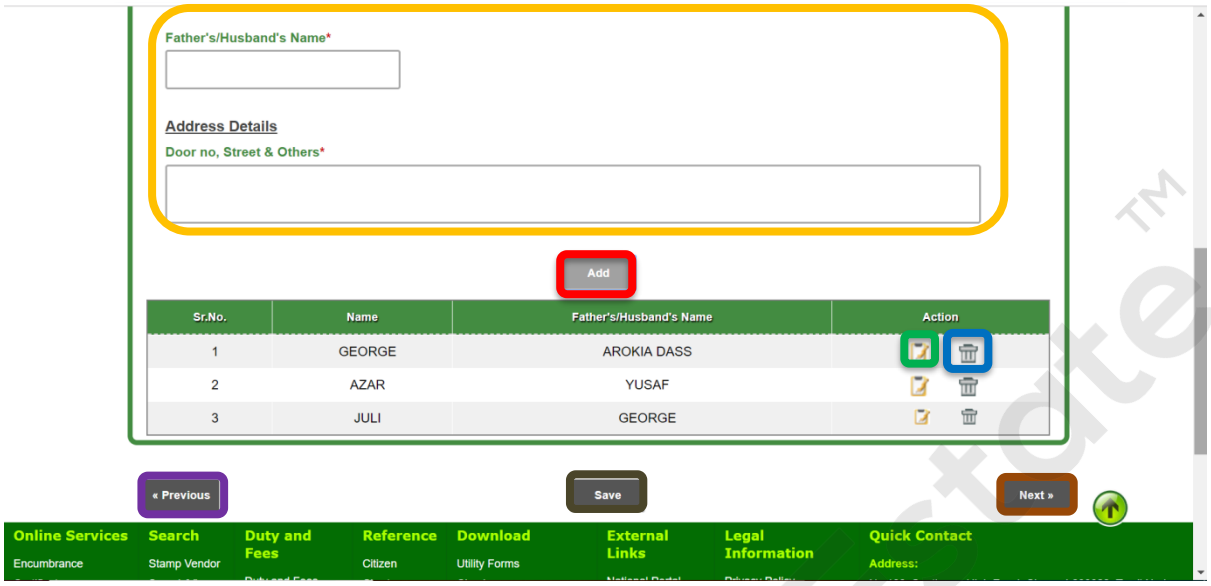


FIGURE 14: WITNESS DETAILS 2

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

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

Step 3: Once the witness details are added in the tabular column, click beside the witness details in the tabular column to edit any details if needed or to delete that particular witness details.

Step 4: Click on Previous to go to the previous pages, click on save to Save the details and Next to go to the next page

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

5. OTHER DETAILS

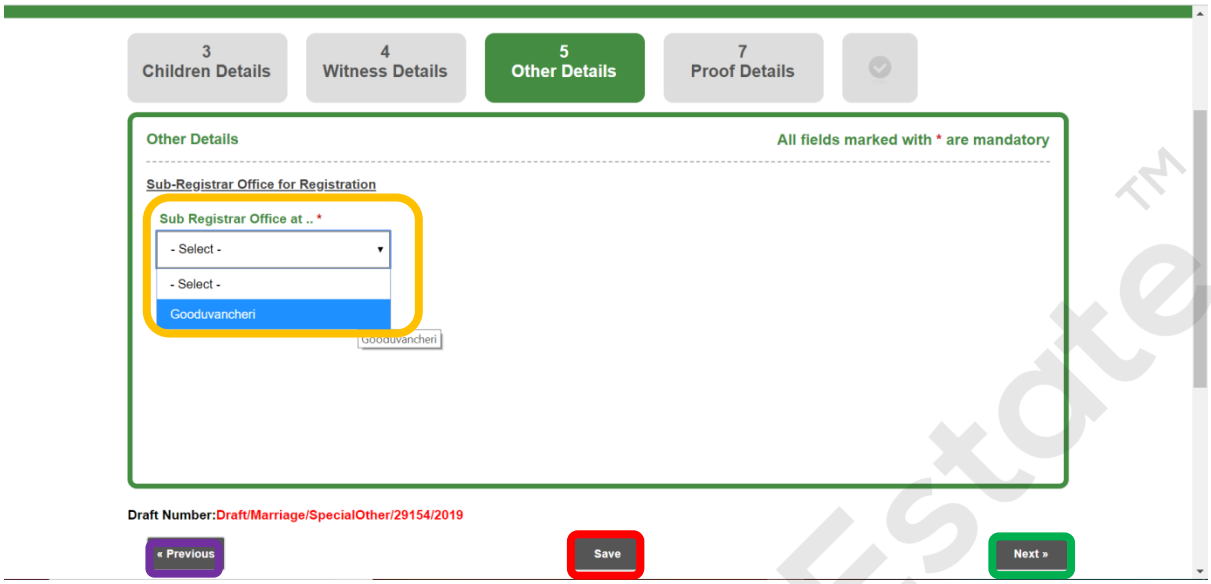


FIGURE 15: OTHER DETAILS

Step 1: Select the Sub Registrar's office from the drop-down menu, where the marriage is being registered

Step 2: Click on Previous to go to the previous pages, click on save to Save the details and Next to go to the next page

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6. NRI DETAILS

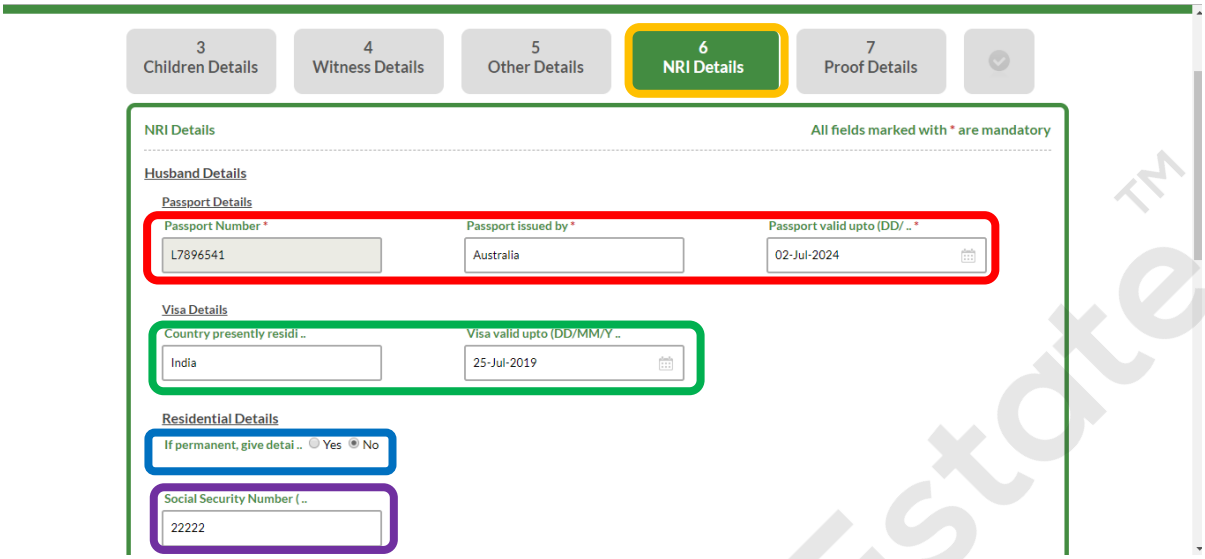


FIGURE 16: NRI DETAILS HUSBAND

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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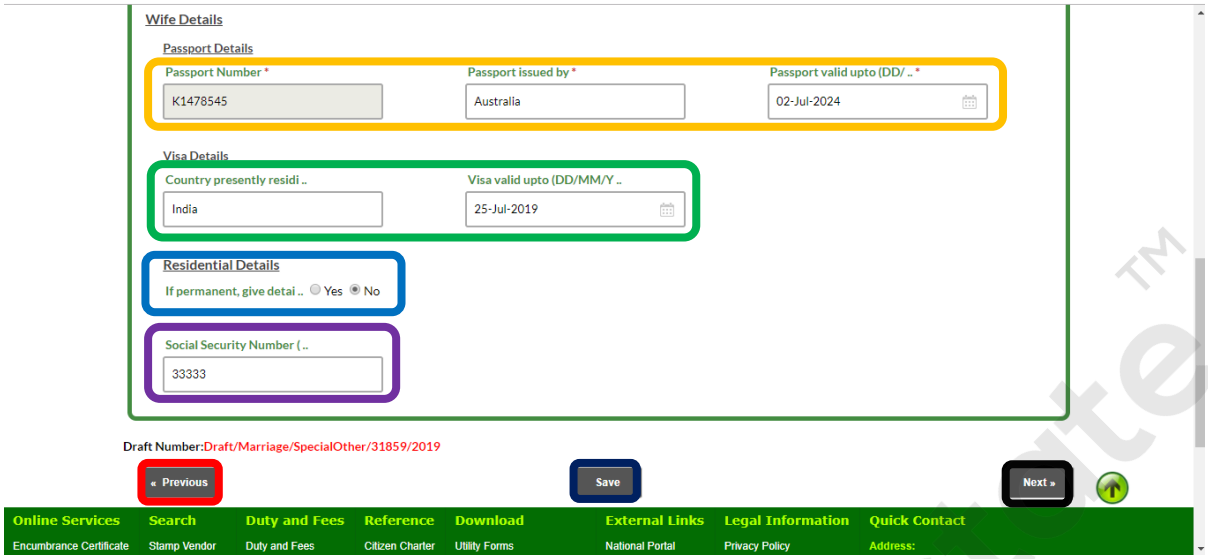


FIGURE 17: NRI DETAILS WIFE

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

7. PROOF DETAILS

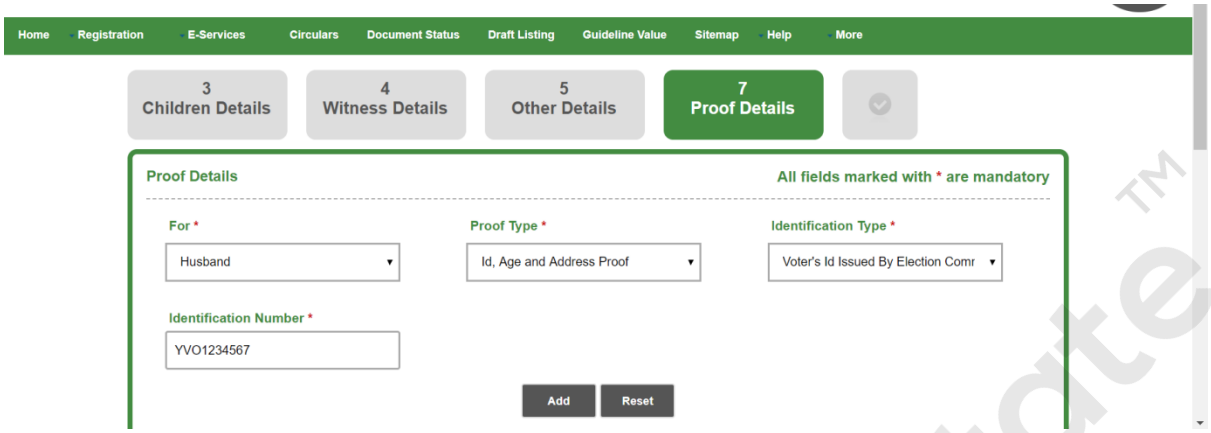


FIGURE 18: PROOF DETAILS HUSBAND AND WIFE 1

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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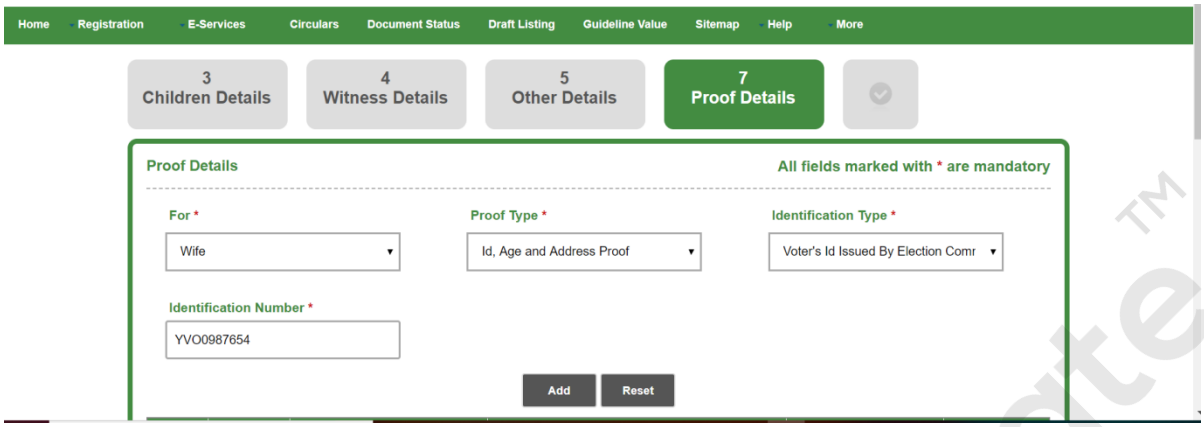


FIGURE 19: PROOF DETAILS HUSBAND AND WIFE 2

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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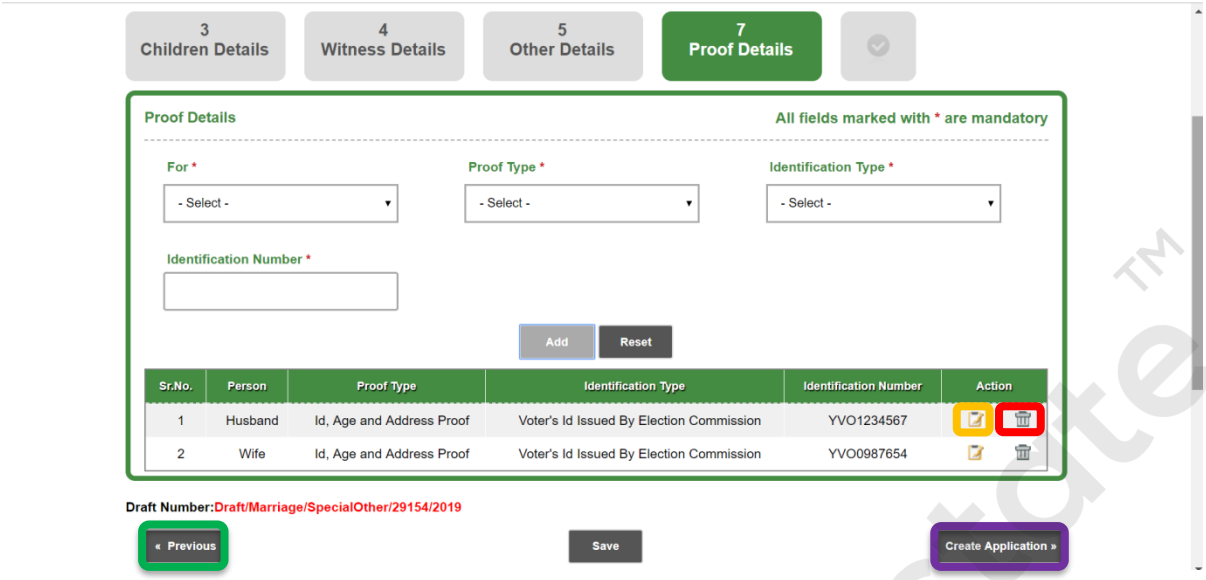


FIGURE 20: PROOF DETAILS HUSBAND AND WIFE 3

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 Create Application to create the application.

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8. ONLINE PAYMENT

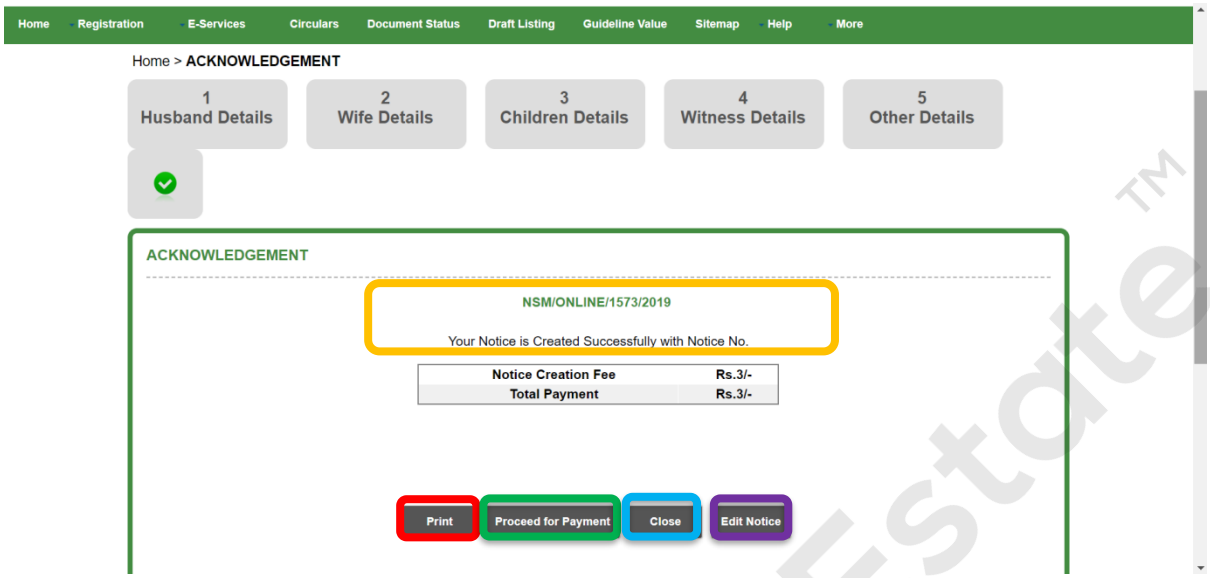


FIGURE 21: E-PAYMENT 1

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

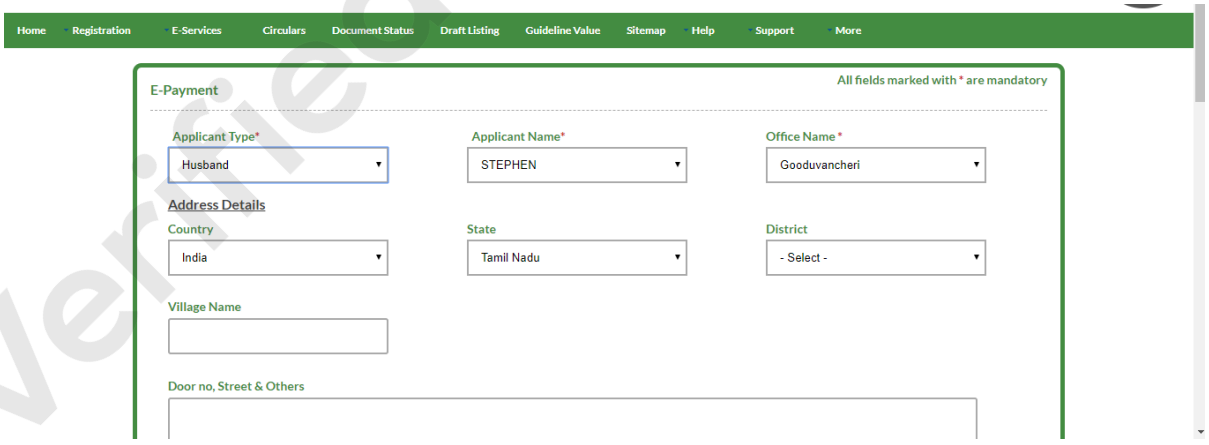


FIGURE 22: E- PAYMENT 2

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

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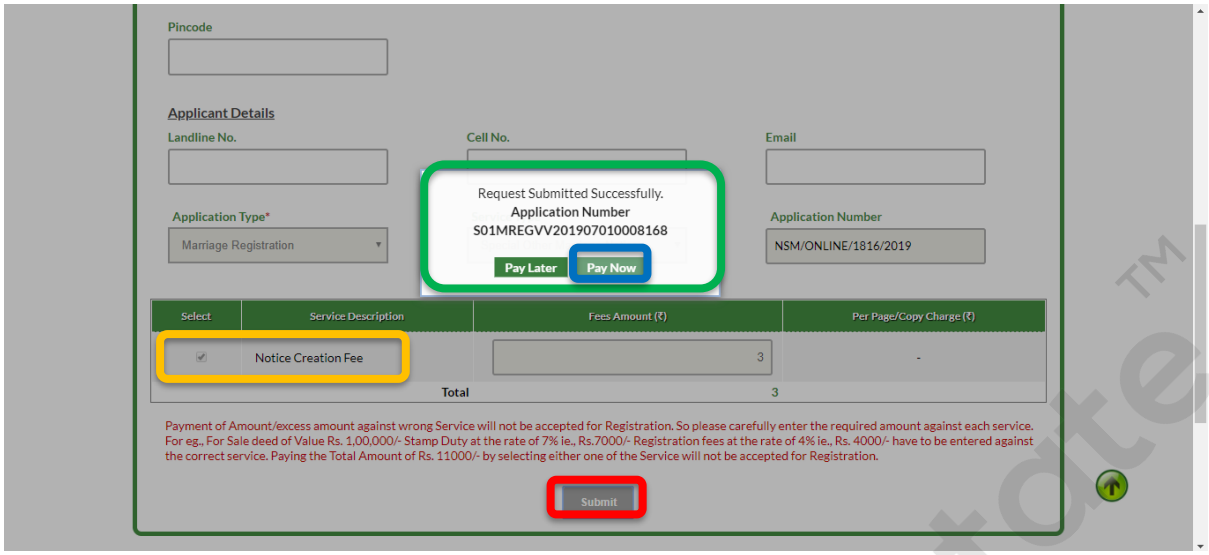


FIGURE 23: E-PAYMENT 3

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

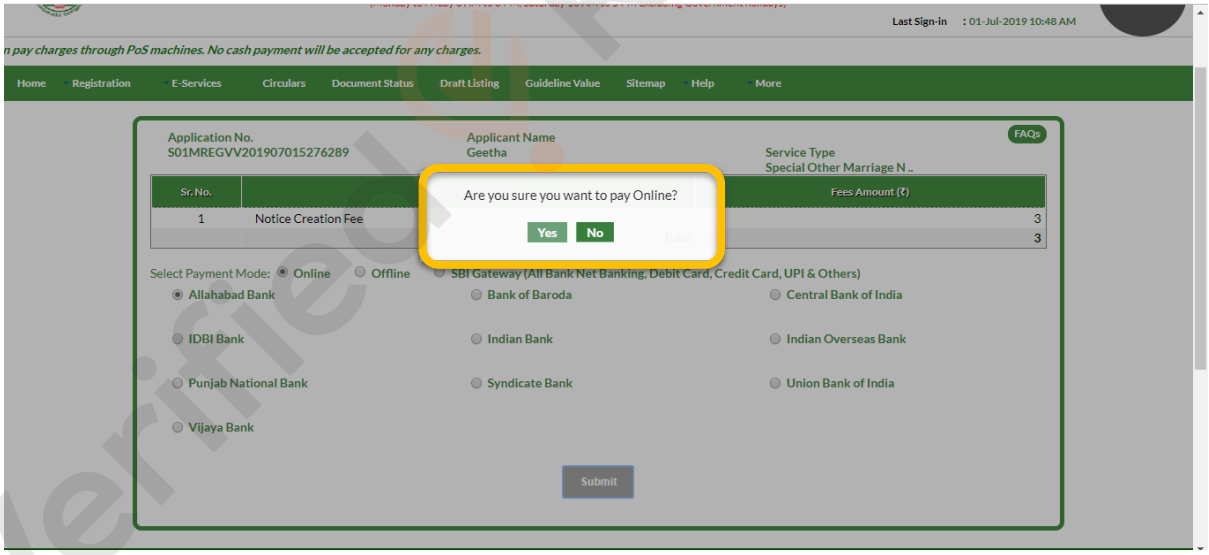


FIGURE 24: ONLINE CONFIRMATION

Confirm if you want to pay online

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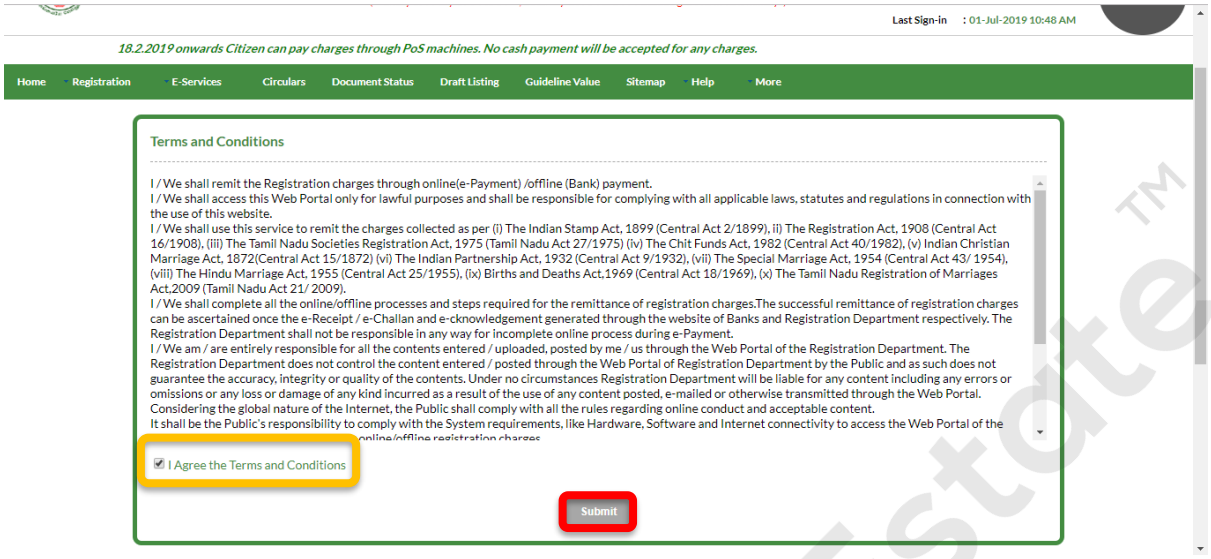


FIGURE 25: TERMS AND CONDITIONS

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

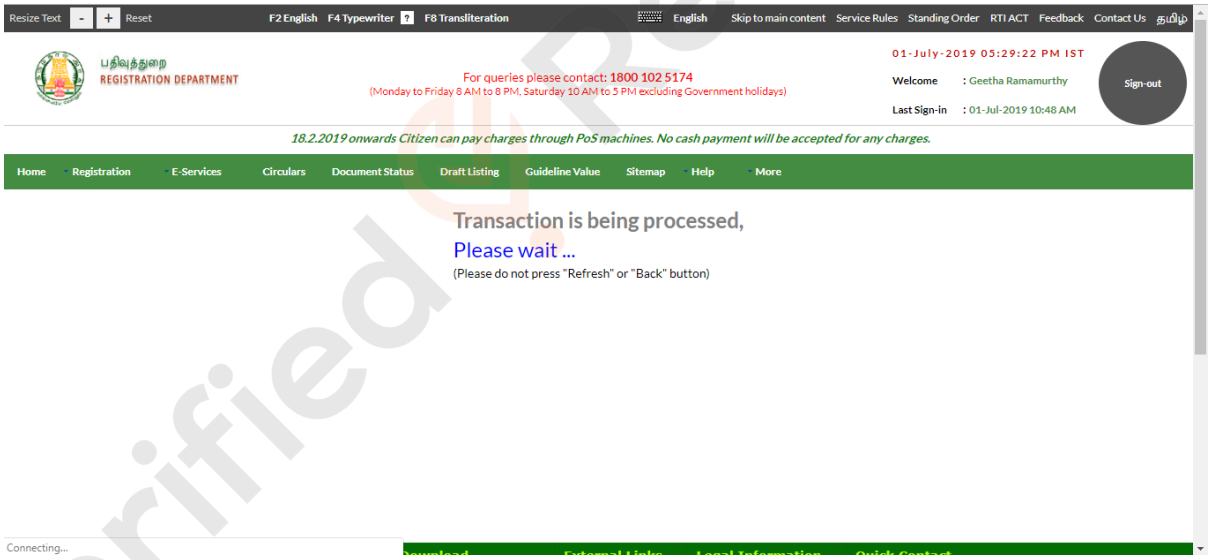


FIGURE 26: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.

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FIGURE 27: ONLINE PAYMENT 1

The page is directed to a payment gateway for online payment



FIGURE 28: ONLINE PAYMENT 2

On logging in complete the payment process

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9. NOTICE CREATED

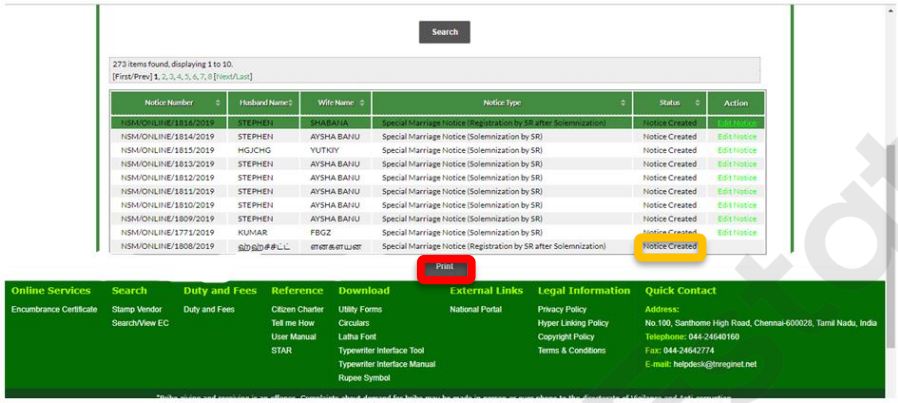


FIGURE 29: NOTICE CREATED

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 printed by selecting the file and clicking on Print

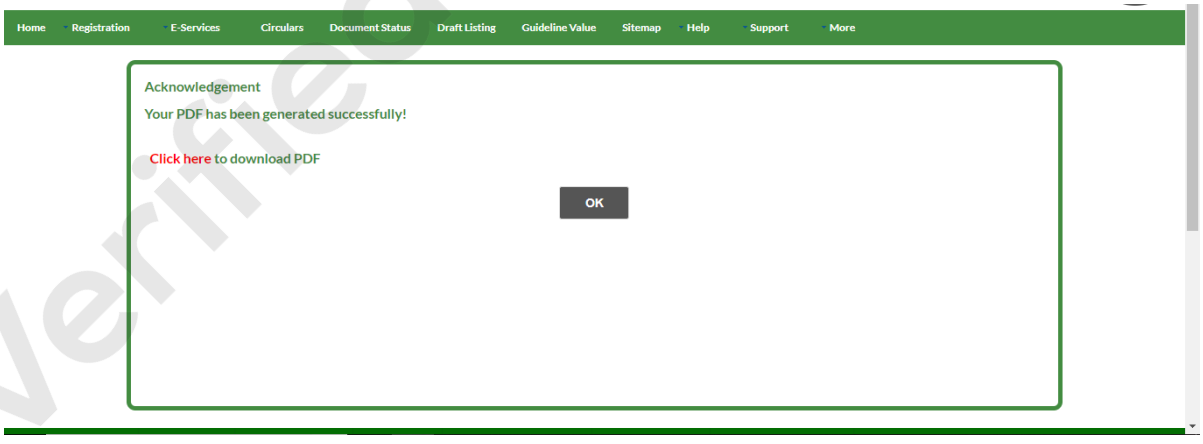


FIGURE 30: ACKNOWLEDGEMENT

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

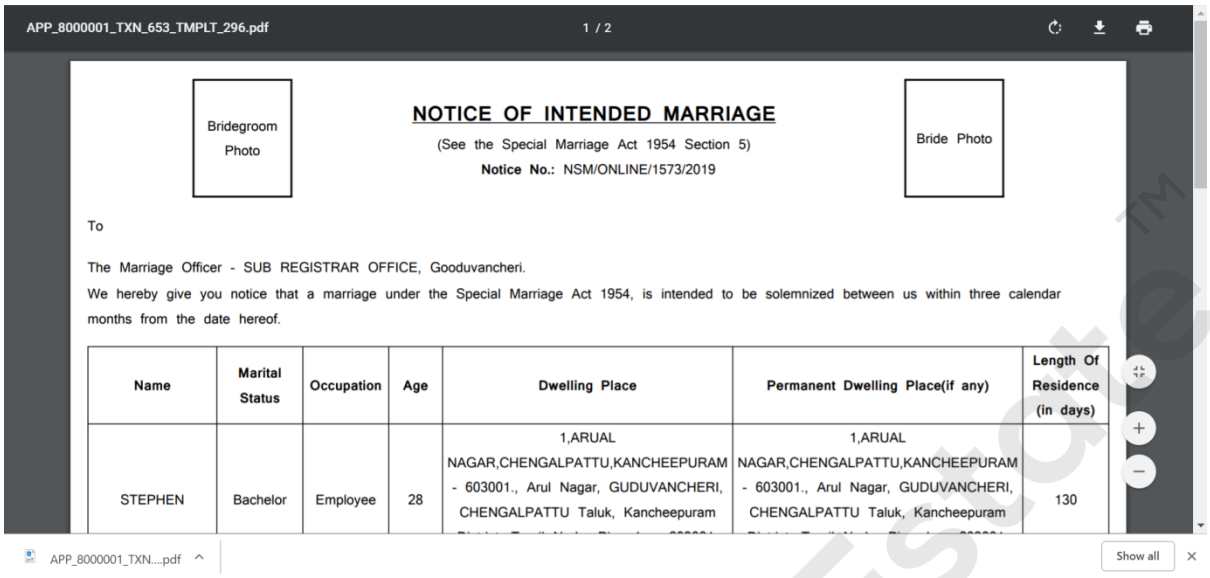


FIGURE 31: NOTICE OF INTENDED MARRIAGE

On Going to the Notice of intended marriage, it can be printed

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