SPECIAL MARRIAGE – CREATE APPLICATION

CITIZEN'S PORTAL USER MANUAL

Verified by RealEstate™

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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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TABLE OF FIGURES

Figure 1: Login Page 4
Figure 2: Citizen's portal home page 5
Figure 3: Create Application 6
Figure 4: Marriage Details 1 7
Figure 5: Bridegroom's details 1 9
Figure 6: Bride's details 1 11
FIGURE 7: BRIDE'S DETAILS 2 12
Figure 8: Witness details 1 13
Figure 9: witness details 2 14
Figure 10: Other details 1 15
Figure 11: Proof details husband and wife 16
Figure 12: ACKNOWLEDGEMENT 17
Figure 13: E- Payment 18
Figure 14: E-Payment 2 19
Figure 15: Online confirmation 20
Figure 16: Terms and conditions 21
Figure 17: Transaction Processing 22
Figure 18: Transaction Processing 23
Figure 19: Online Payment 24
Figure 20: Acknowledgement 2 25
Figure 21: marriage Application 26

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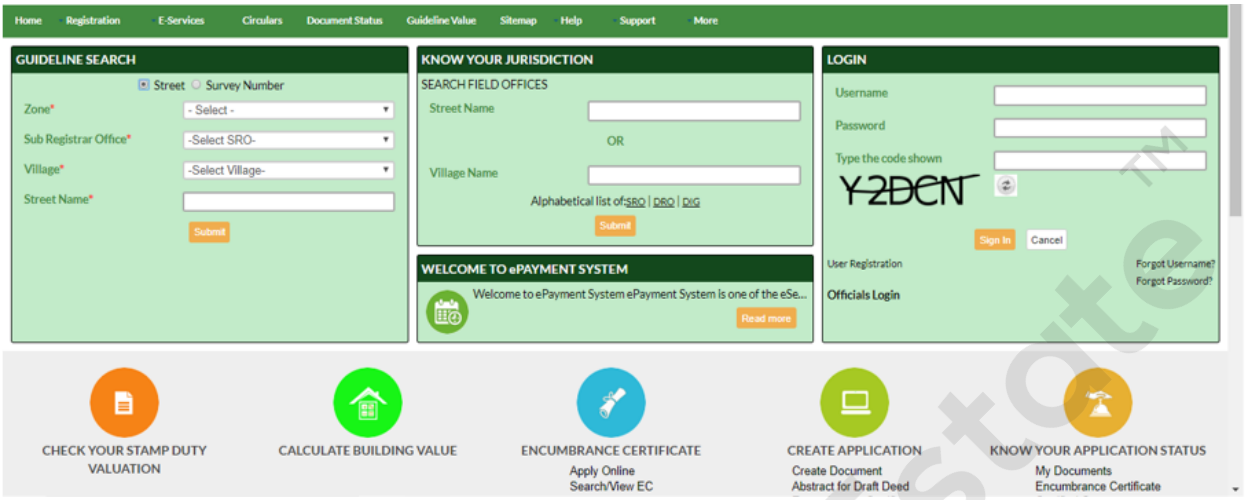


FIGURE 1: LOGIN PAGE

Login to the website with your user name and password

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FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To create application in Special Marriage, click on Registration

Step 2: Then select Marriage registration

Step 3: Then click on Create Application under Special Marriage

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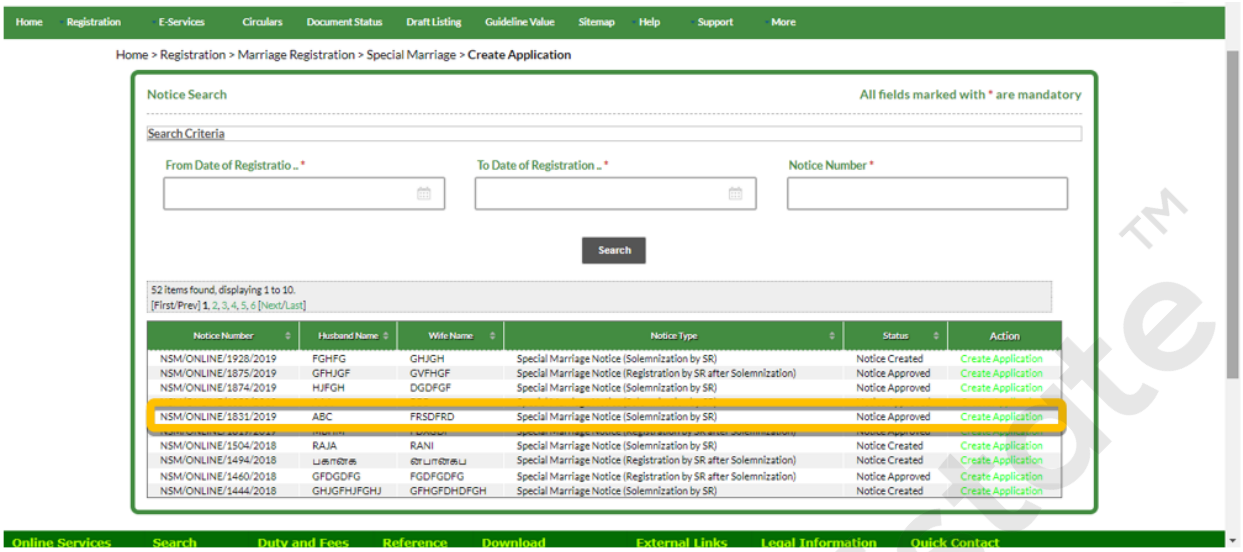


FIGURE 3: CREATE APPLICATION

Click on create application for the required marriage where notice got approved

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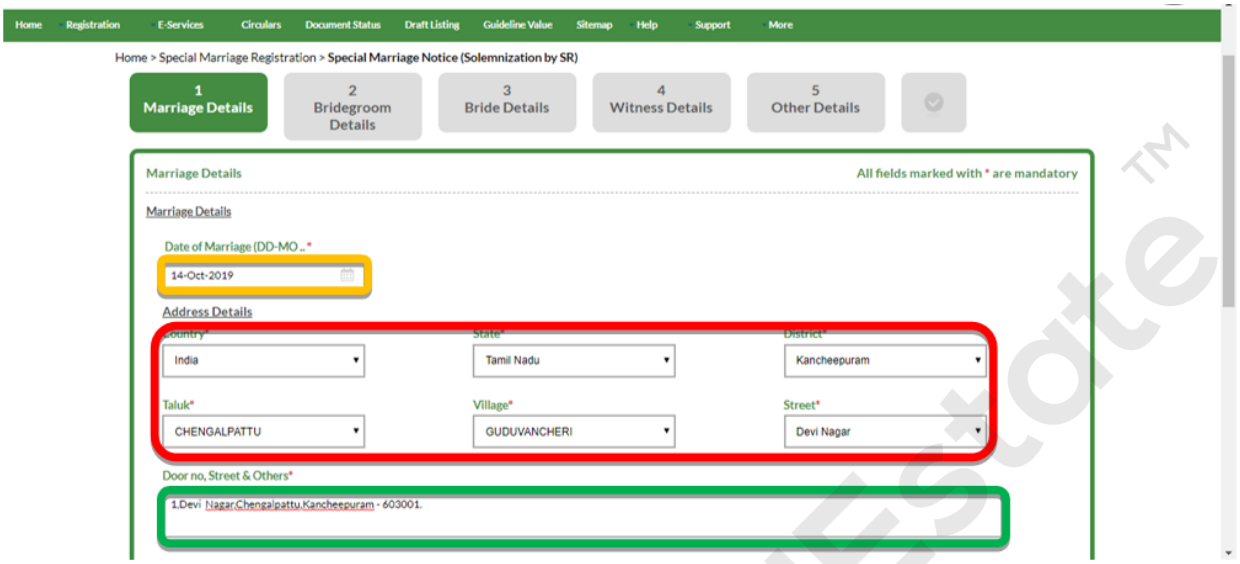


FIGURE 4: MARRIAGE DETAILS 1

Step 1: Enter the marriage details

Step 2: Select the date of marriage from the calendar menu

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

Step 4: Manually enter the Door no & others

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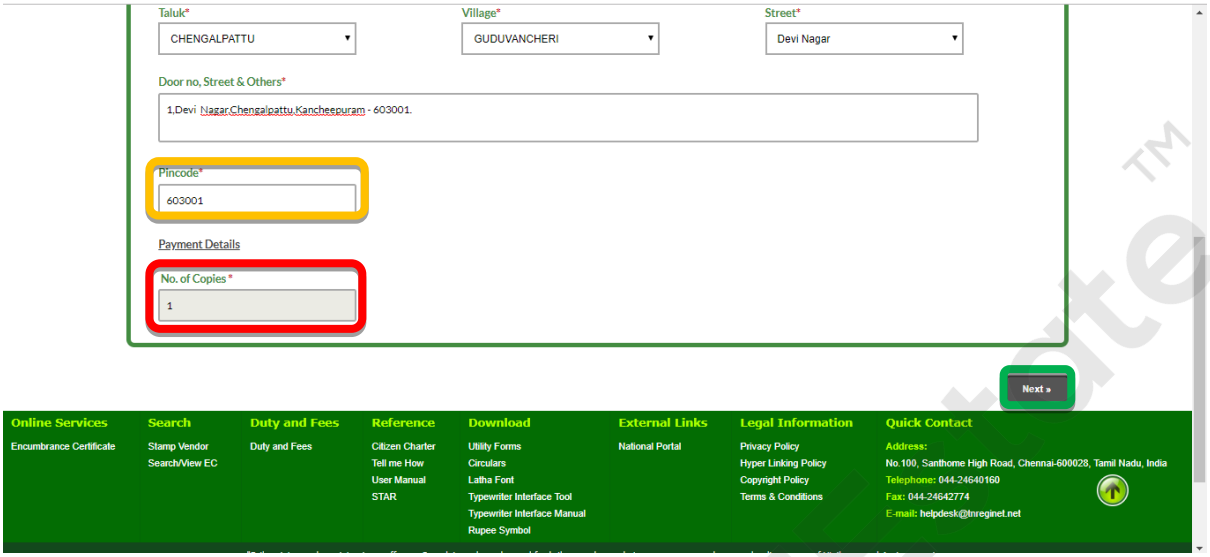


FIGURE 5: MARRIAGE DETAILS 2

Step 1: Enter the Pincode

Step 2: Enter the no of copies that are required

Step 3: Click on Next to go to the Next page

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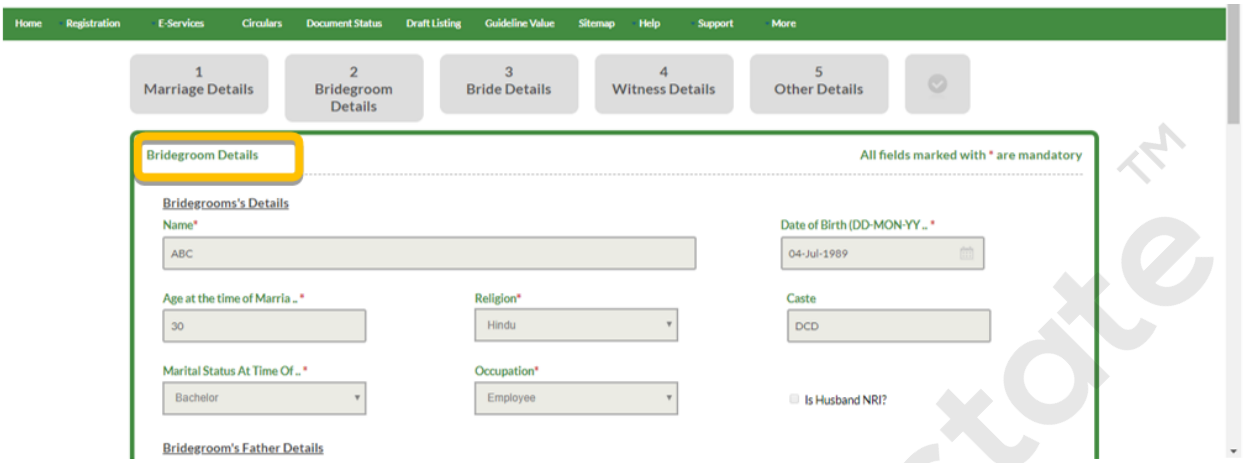


FIGURE 5: BRIDEGROOM'S DETAILS 1

Step 1: Bridegroom's Details will be populated automatically like name, dob, age, religion, caste, marital status, occupation, husband NRI and Bridegroom's Father Details.

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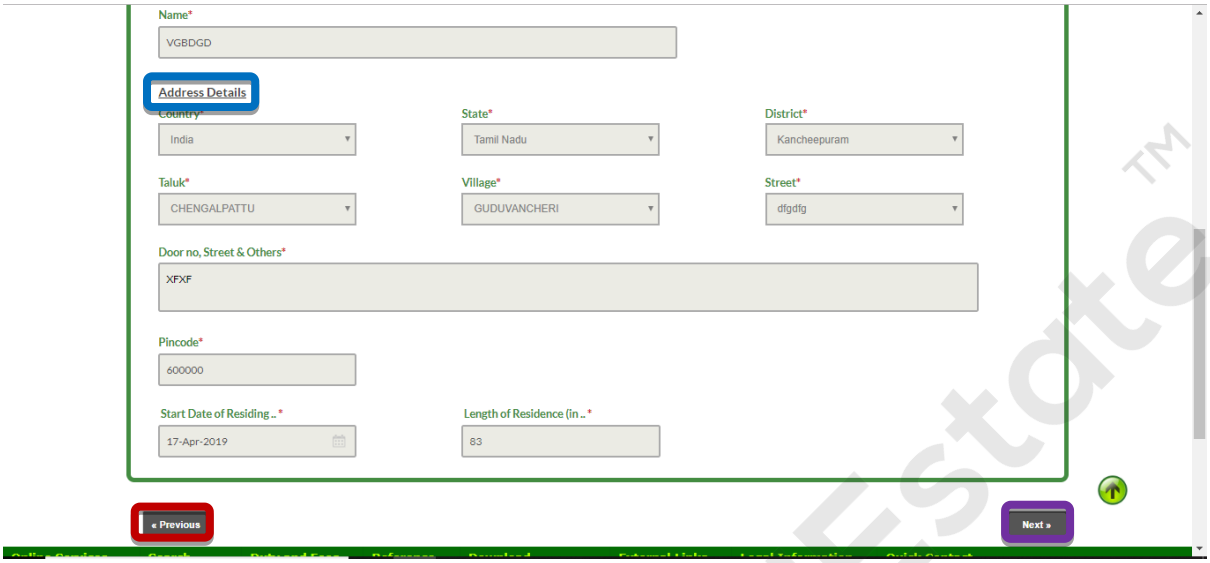


FIGURE 6: BRIDEGROOM'S DETAILS 2

Step 1: Address Details will be populated automatically

Step 2: Click on Previous to go to the Previous page and click on Next to go to the next page

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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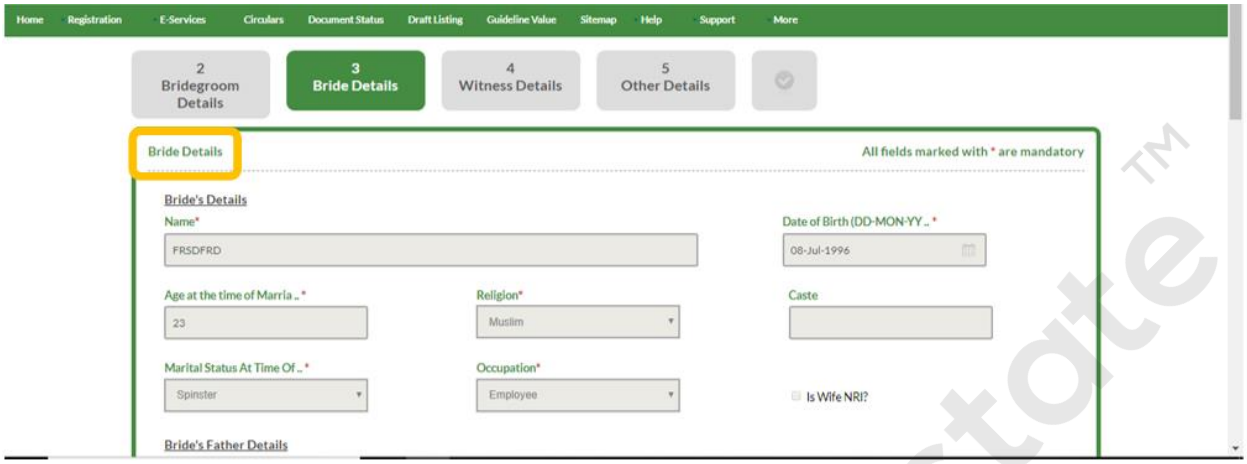


FIGURE 6: BRIDE'S DETAILS 1

Step 1: Bride Details will be populated automatically like name, dob, age, religion, caste, marital status, occupation, husband NRI and Bride's Father Details.

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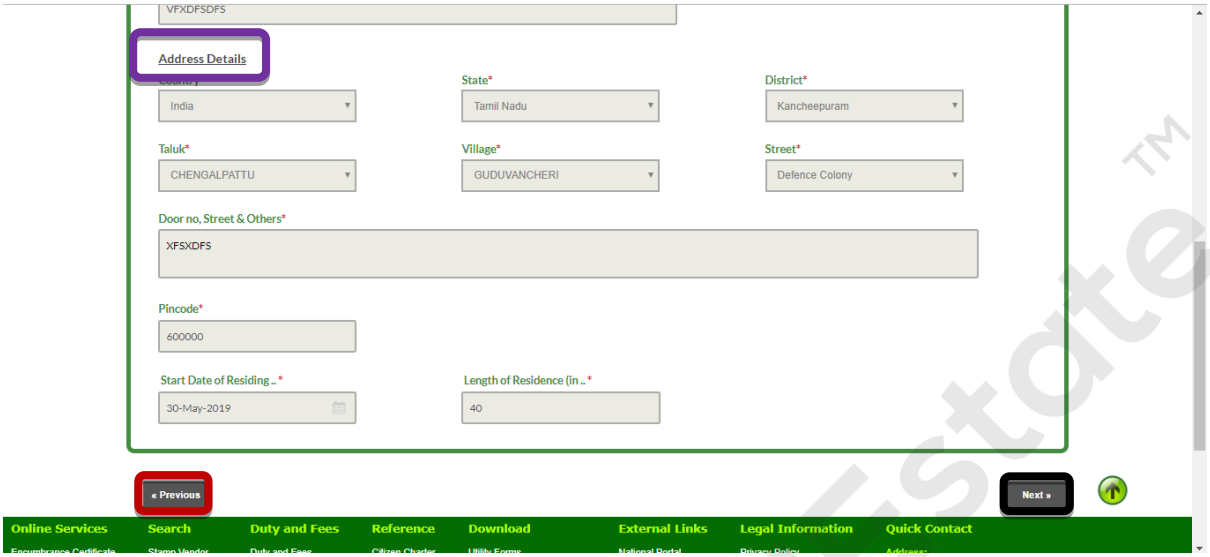


FIGURE 7: BRIDE'S DETAILS 2

Step 1: Address Details will be populated automatically

Step 6: Click on Previous to go to the previous pages and click on Next to go to the next page

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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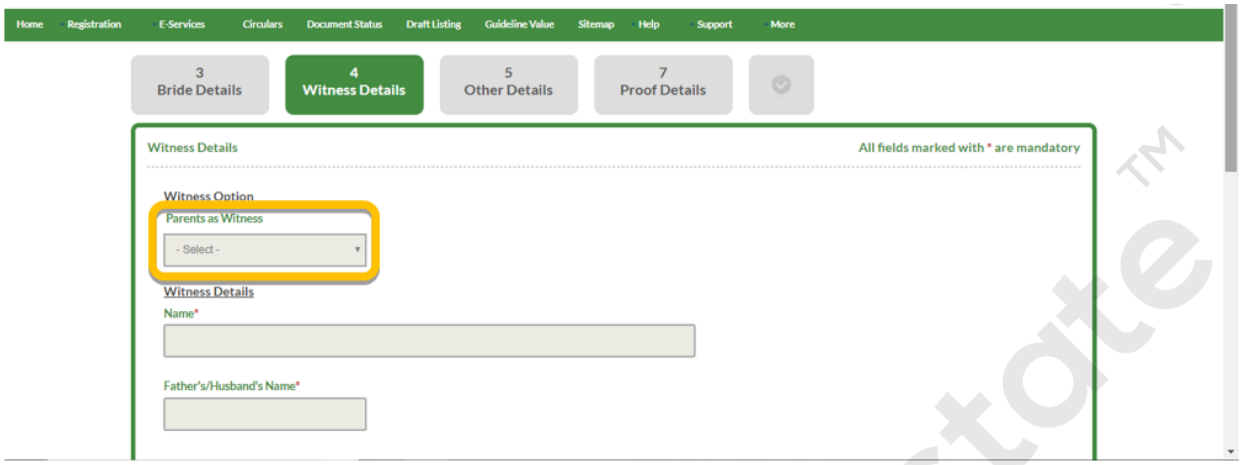


FIGURE 8: WITNESS DETAILS 1

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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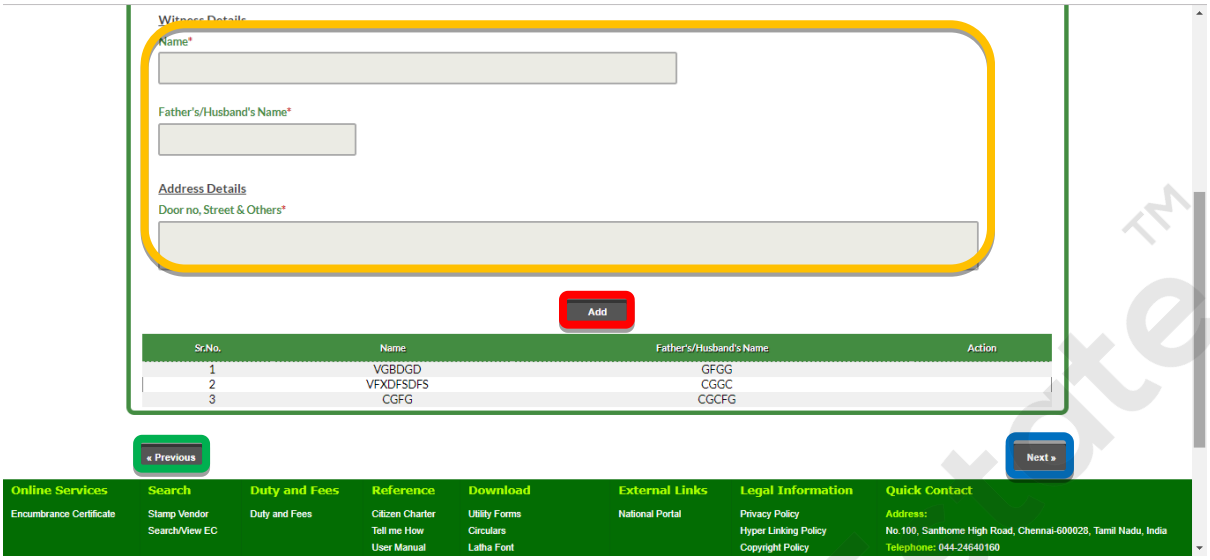


FIGURE 9: WITNESS DETAILS 2

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: Click on Previous to go to the previous pages to go to the Next page click on Next

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

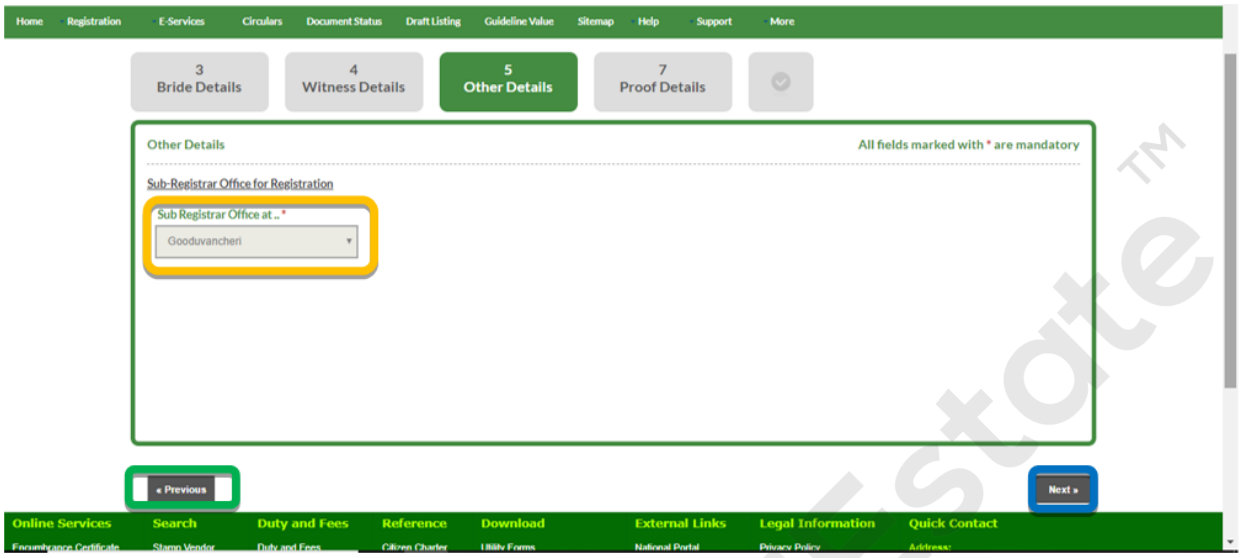


FIGURE 10: OTHER DETAILS 1

Step 1: Other Details will be auto populated like sub Registrar office for registration

Step 2: Click on Previous to go to the previous pages to go to the Next page click on Next

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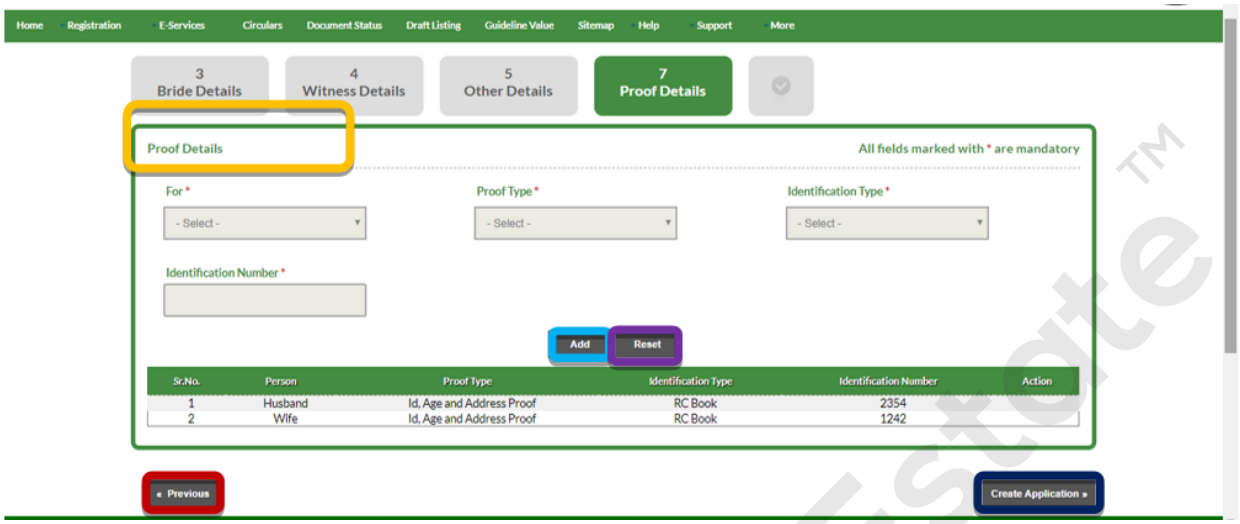


FIGURE 11: PROOF DETAILS HUSBAND AND WIFE

Step 1: Proof Details will be auto populated

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

Step 5: Click on Previous if you want to go to the previous page else click on Create Application to continue.

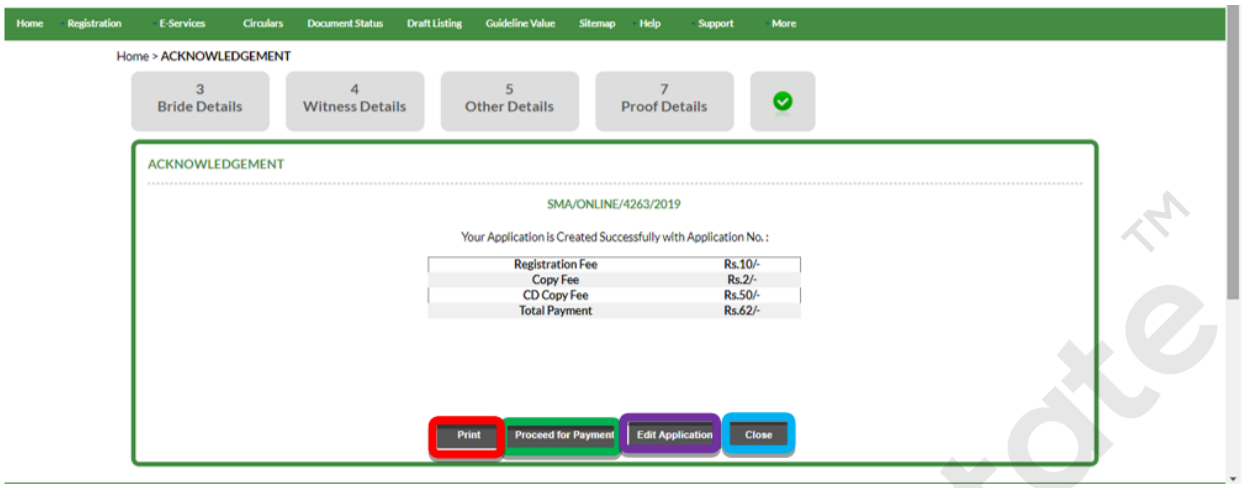


Figure 12: ACKNOWLEDGEMENT

Step 1: Special Marriage Application has been created.

Step 2: The fee details are populated.

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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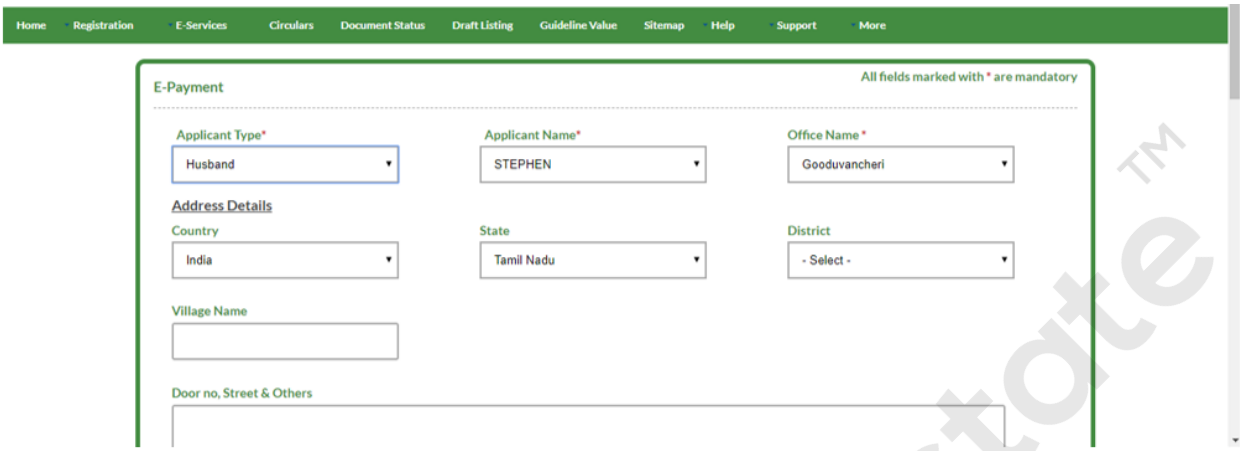


FIGURE 13: E- PAYMENT 1

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

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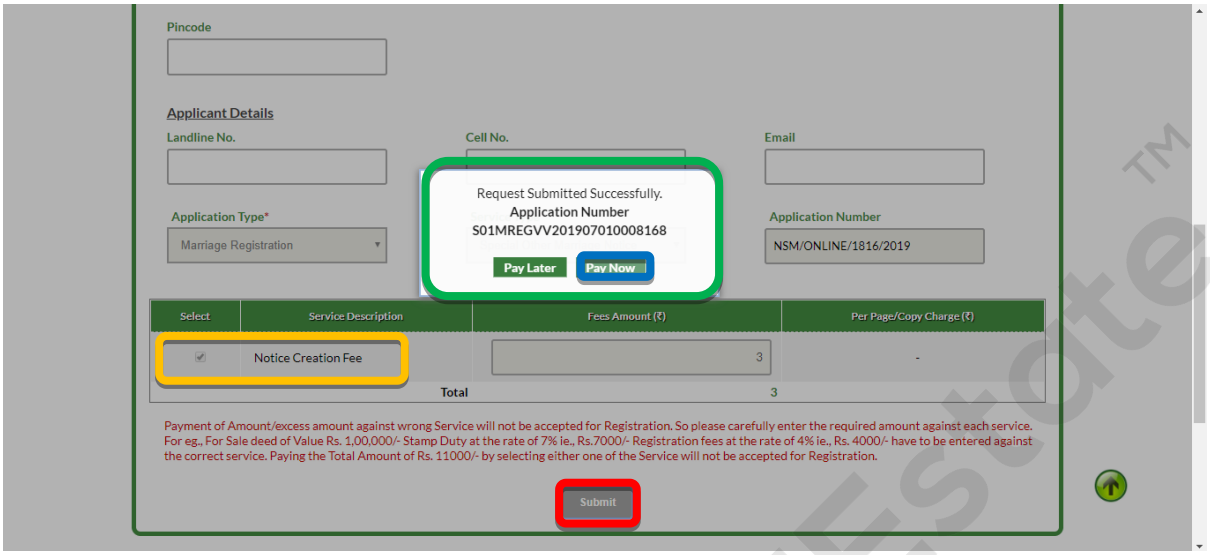


FIGURE 14: E-PAYMENT 2

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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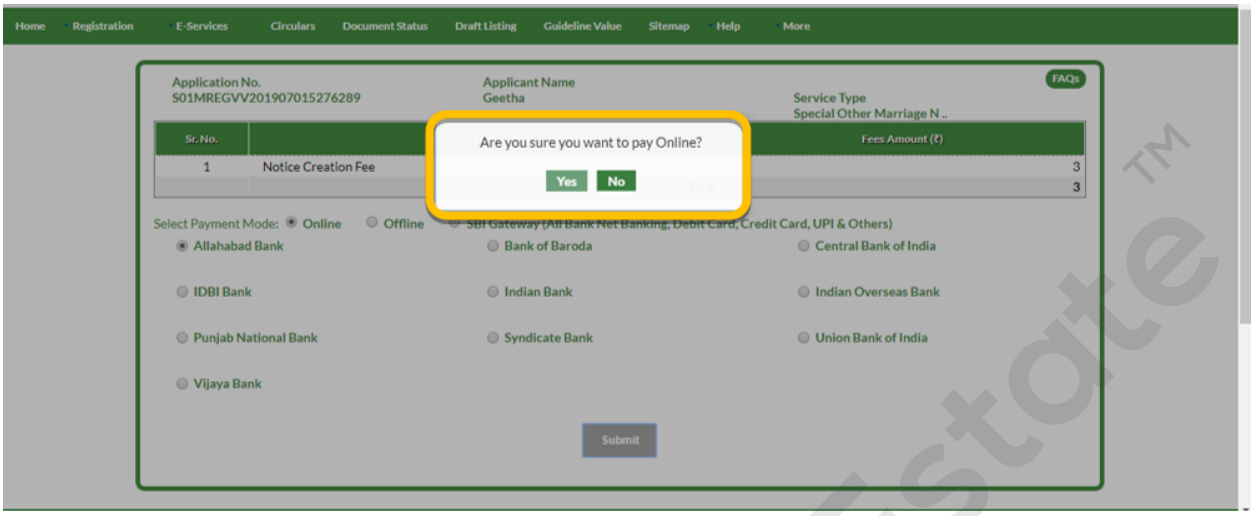


FIGURE 15: ONLINE CONFIRMATION

Confirm if you want to pay online

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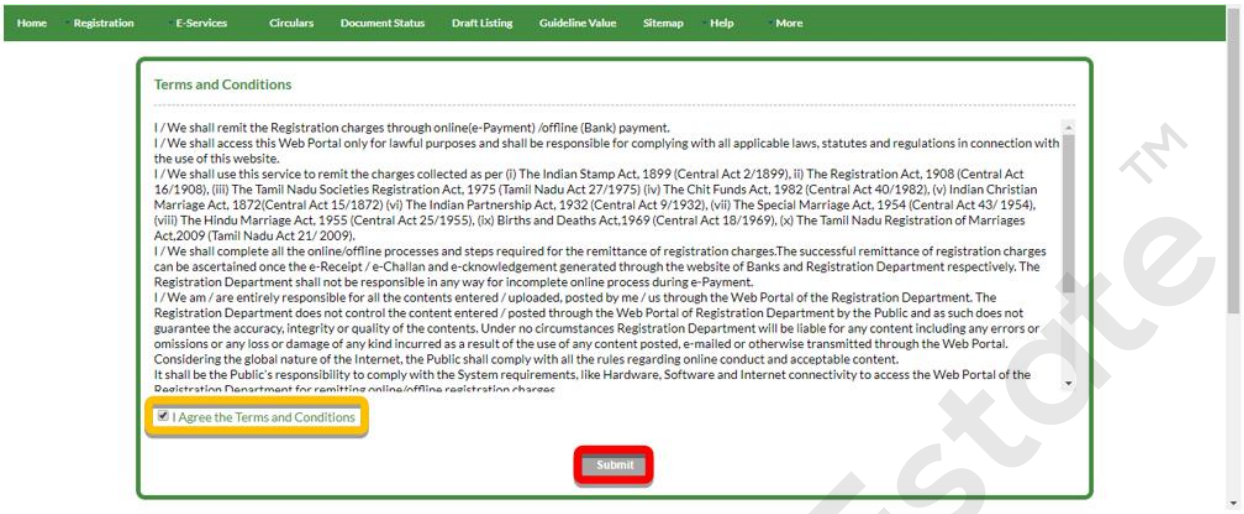


FIGURE 16: TERMS AND CONDITIONS

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

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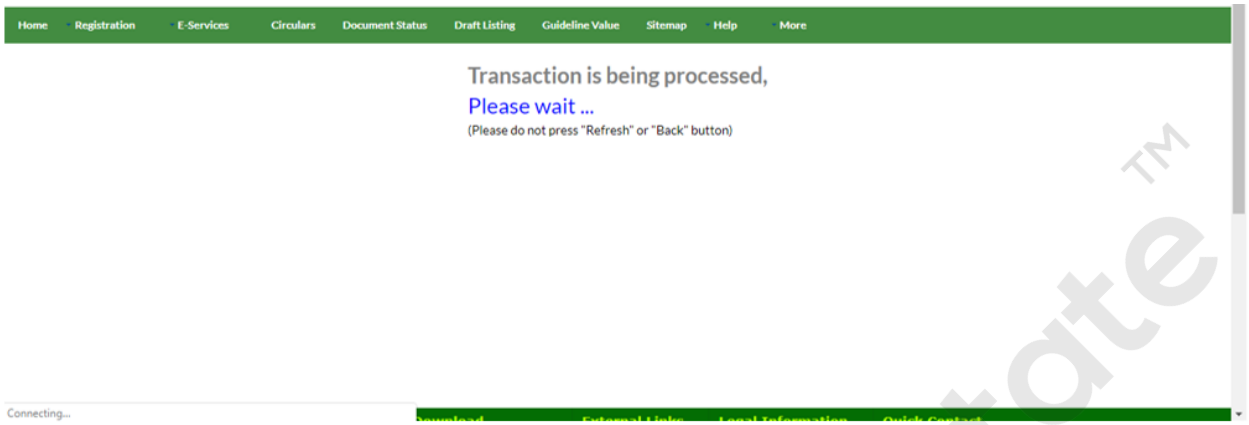


FIGURE 17: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.

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FIGURE 18: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.

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FIGURE 19: ONLINE PAYMENT

Step 1: After entering bank login credentials, payment process will be completed.

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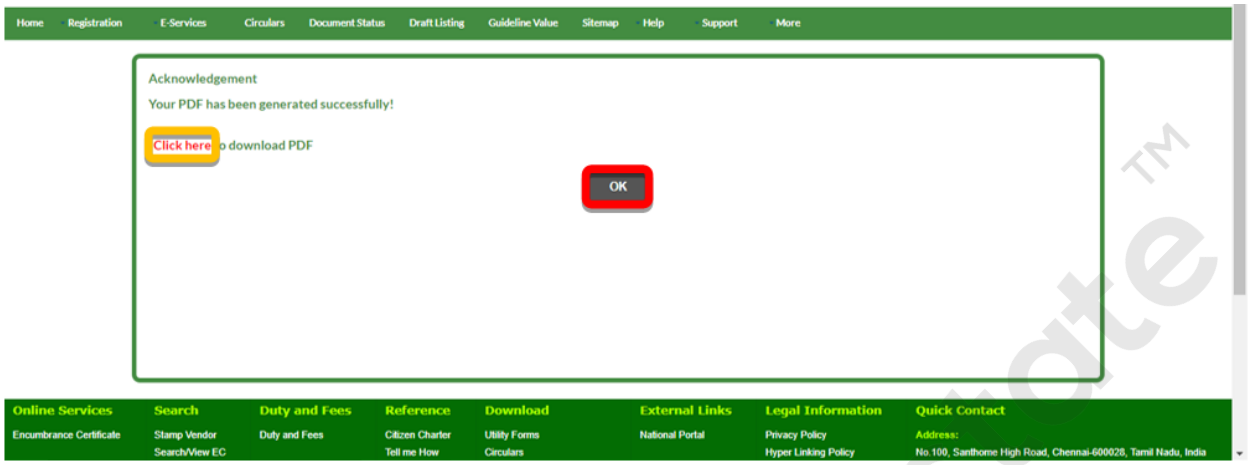


FIGURE 20: ACKNOWLEDGEMENT 2

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

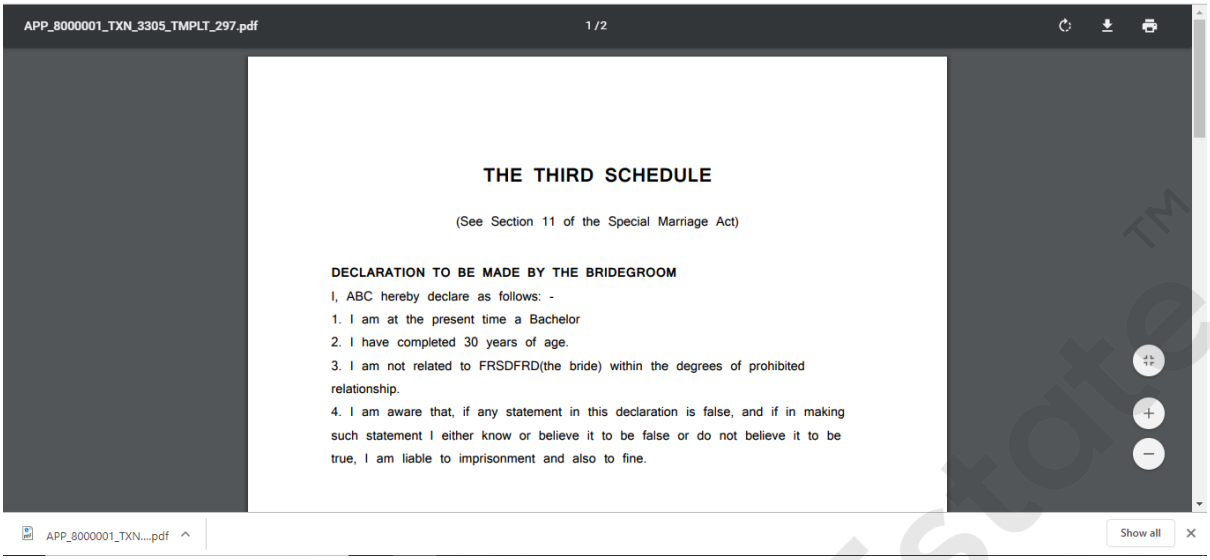


FIGURE 21: MARRIAGE APPLICATION

Marriage application can be printed.

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