



TAMILNADU 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

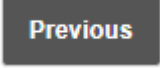
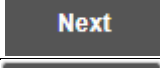
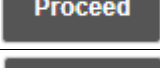
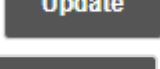
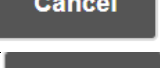
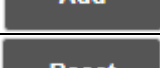
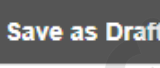
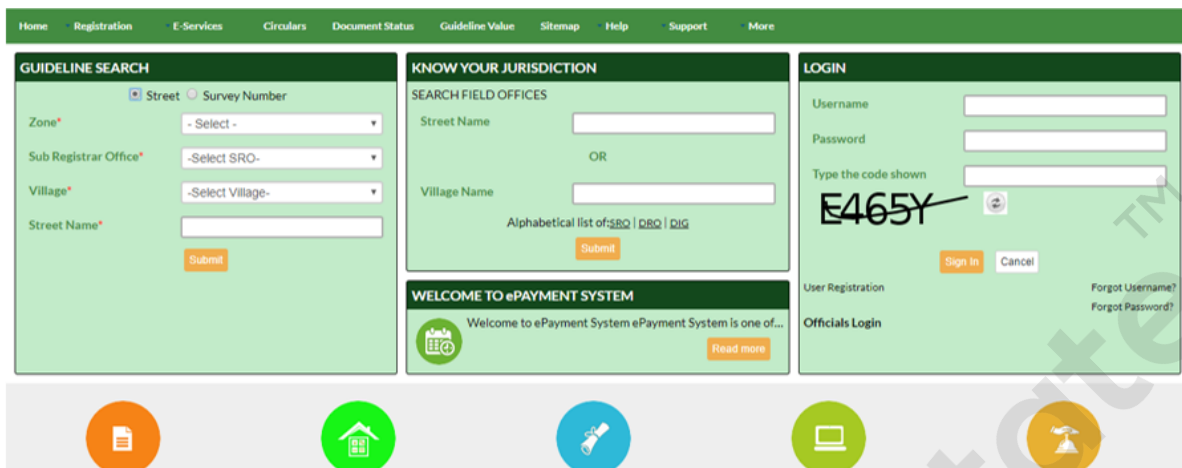
Buttons/Icons	Functionality	Usage/Remarks
	Previous	To go back to the previous tab / section
	Next	To move to next tab
	Proceed	To save data on screen and proceed to the next Tab
	Update	While editing a record, to save the modified data
	Cancel	To cancel all data entered in the current step
	Add	To add 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.....	5
Figure 3: Search for marriage type.....	6
Figure 4: Search for the Marriage 1.....	7
Figure 6: Copy of Marriage Extract 1.....	8
Figure 7: Copy of Marriage Extract 2.....	9
Figure 8: Copy of Marriage Extract 3.....	10
Figure 9: Payment	11
Figure 10: E-Payment 1	12
Figure 11: E-PAYMENT 2	13
Figure 12: Payment 3	14
Figure 13: Payment Gateway	15
Figure 14: Online confirmation	16
Figure 15: Terms and conditions	17
Figure 16: Transaction Processing.....	18
Figure 17: Online Payment.....	19
Figure 18: Online Payment.....	20
Figure 19: Status of Request list 1	21
Figure 20: Status of Request List 2	22
Figure 21: Status of Request List 3	23



The screenshot displays the login interface of the Tamil Nadu Marriage Certified Copy Request Citizen's Portal. The 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:
1. **GUIDELINE SEARCH**: Includes radio buttons for 'Street' (selected) and 'Survey Number', dropdown menus for 'Zone*', 'Sub Registrar Office*', and 'Village*', and a text input for 'Street Name*'. A 'Submit' button is at the bottom.
2. **KNOW YOUR JURISDICTION**: Contains a 'SEARCH FIELD OFFICES' section with inputs for 'Street Name' and 'Village Name', separated by an 'OR' option. Below is an 'Alphabetical list of: SRO | DRO | DIG' and a 'Submit' button.
3. **LOGIN**: Features input fields for 'Username' and 'Password', a CAPTCHA image showing 'E465Y', and a 'Type the code shown' input. 'Sign In' and 'Cancel' buttons are present. Links for 'User Registration', 'Officials Login', 'Forgot Username?', and 'Forgot Password?' are also visible.
A 'WELCOME TO ePAYMENT SYSTEM' banner is located below the search sections. The footer contains five circular icons: a document, a house, a key, a laptop, and a person.

FIGURE 1: LOGIN PAGE

Step 1: Login to the website with your username and password



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**

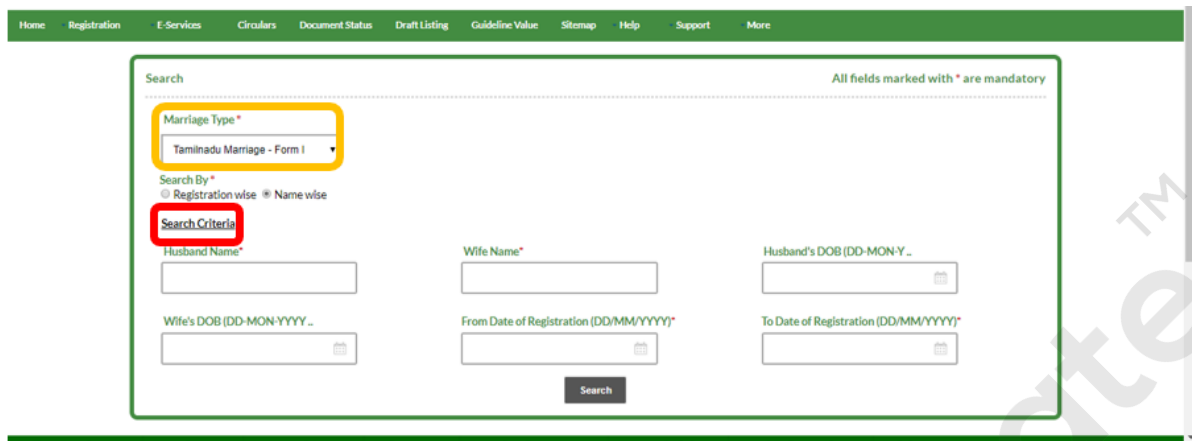
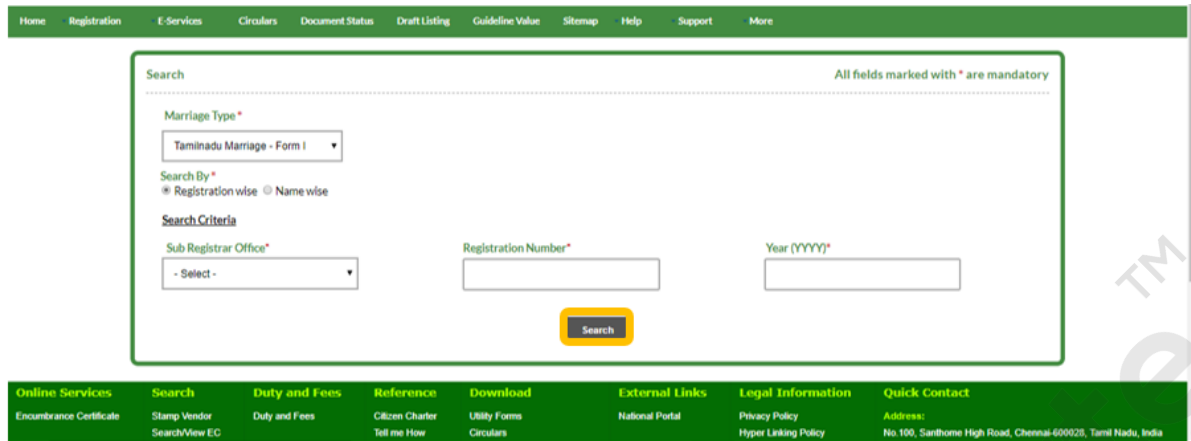


FIGURE 3: SEARCH FOR MARRIAGE TYPE

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

Step 2: search by it's a option to click registration wise or name wish

Step 3: Click radio button to view on **search criteria**



The screenshot shows the search interface of the Tamil Nadu Marriage Certified Copy Request portal. The page has a green header with navigation links: Home, Registration, E-Services, Circulars, Document Status, Draft Listing, Guideline Value, Sitemap, Help, Support, and More. Below the header is a search box with the following fields and options:

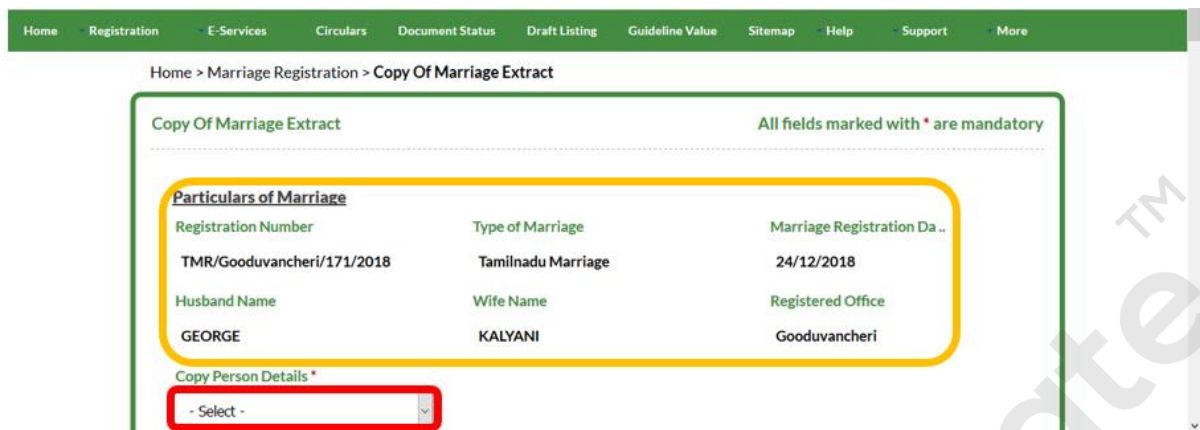
- Marriage Type***: A dropdown menu showing "Tamilnadu Marriage - Form I".
- Search By***: Radio buttons for "Registration wise" (selected) and "Name wise".
- Search Criteria**:
 - Sub Registrar Office***: A dropdown menu showing "- Select -".
 - Registration Number***: A text input field.
 - Year (YYYY)***: A text input field.
- Search**: A yellow button.

Below the search box is a footer with various links and information:

- Online Services**: Encumbrance Certificate, Stamp Vendor, Search/View EC.
- Duty and Fees**: Duty and Fees.
- Reference**: Citizen Charter, Tell me How.
- Download**: Utility Forms, Circulars.
- External Links**: National Portal.
- Legal Information**: Privacy Policy, Hyper Linking Policy.
- Quick Contact**: Address: No. 100, Sarthome High Road, Chennai-600028, Tamil Nadu, India.

FIGURE 4: SEARCH FOR THE MARRIAGE 1

Depending on the search criteria, [Search for the Marriage](#)



Home > Marriage Registration > Copy Of Marriage Extract

Copy Of Marriage Extract All fields marked with * are mandatory

Particulars of Marriage

Registration Number	Type of Marriage	Marriage Registration Da..
TMR/Gooduvancheri/171/2018	Tamilnadu Marriage	24/12/2018
Husband Name	Wife Name	Registered Office
GEORGE	KALYANI	Gooduvancheri

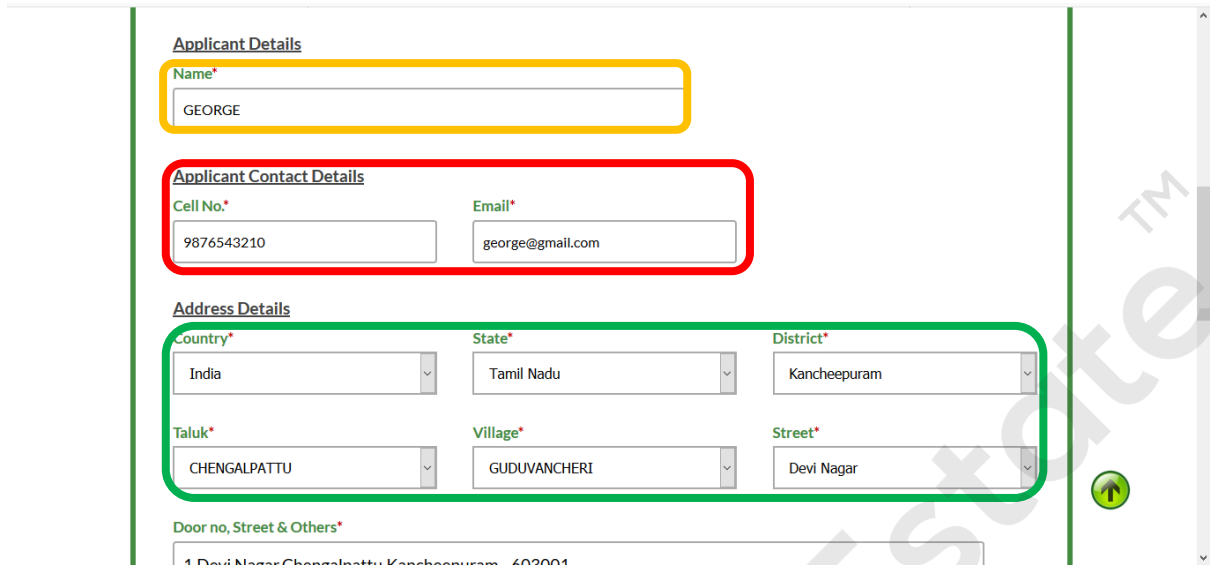
Copy Person Details *

- Select -

FIGURE 5: 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**



Applicant Details

Name*
GEORGE

Applicant Contact Details

Cell No.*
9876543210

Email*
george@gmail.com

Address Details

Country*
India

State*
Tamil Nadu

District*
Kancheepuram

Taluk*
CHENGALPATTU

Village*
GUDUVANCHERI

Street*
Devi Nagar

Door no, Street & Others*
1 Devi Nagar Chengalpattu Kancheepuram - 602001

FIGURE 6: 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.

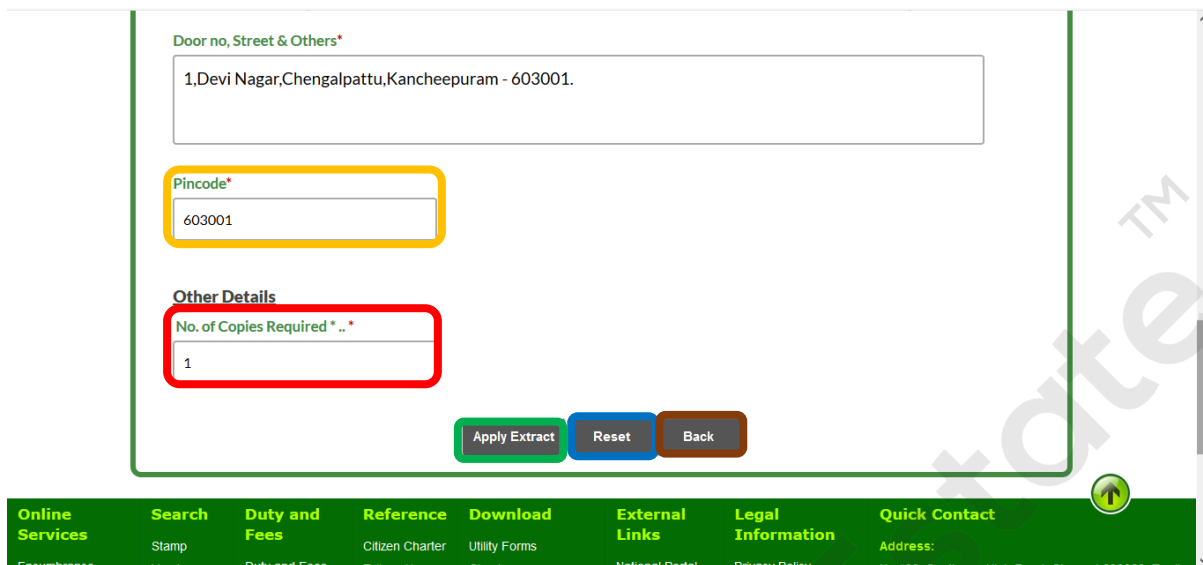


FIGURE 7: COPY OF MARRIAGE EXTRACT 3

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/415/2019 will be sent to your Email Address.

EXTP/415/2019

Marriage Type	Tamilnadu Marriage
Application Fee	Rs.5/-
Search Fee	Rs.15/-
Search for subsequent years fee	Rs.5/-
Copy Fee	Rs.10/-
Total Payment	Rs.35/-

[Edit Application](#)
[Proceed for Payment](#)
[Close](#)

FIGURE 8: PAYMENT

Step 1: The certified copy is sent to the [given email id](#)

Step 2: If any changes need to be done click on [edit application](#)

Step 3: Click on [Proceed for payment](#) else click on [close](#)

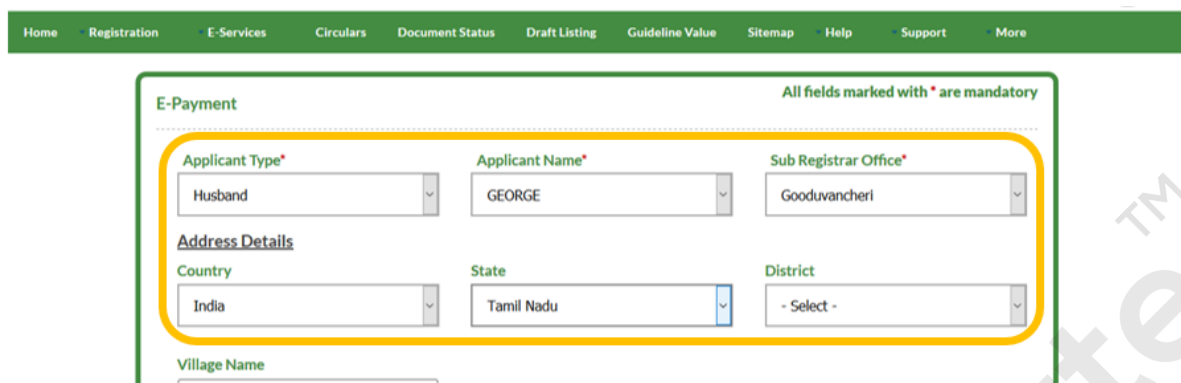


FIGURE 9: E-PAYMENT 1

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



Select	Service Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
☒	Search Fee	15	-
☒	Application Fee	5	-
☒	Search fee for subsequent years	5	5
☒	Copy Fee	10	10
Total		35	

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.7000/- Registration fees at the rate of 4% ie., 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.

Submit

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

FIGURE 10: E-PAYMENT 2

Step 1: Application type, Service type and Application number are auto populated

Step 2: Select the **fees detail** and click on the **submit** button

Select	Service Description	Fees Amount (₹)	Per Page/Copy Charge (₹)
☒	Search Fee	15	-
☒	Application Fee	5	-
☒	Search fee for subsequent	5	5
☒	Copy Fee	10	10
		35	

Request Submitted Successfully.
Application Number
S01MREGVV201902280006530

Pay Later Pay Now

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.7000/- Registration fees at the rate of 4% ie., 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.

Submit

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

FIGURE 11: PAYMENT 3

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

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

Application No.
S01MREGVV201906265162627

Applicant Name
Geetha

Service Type
TamilNadu Marriage Regis ...

FAQs

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

Submit

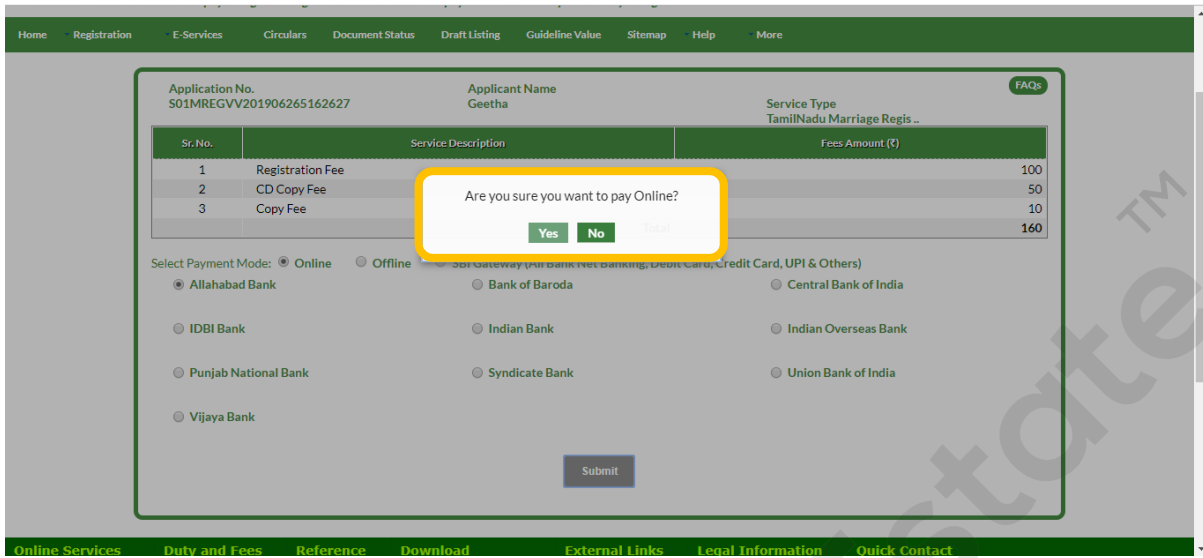
Online Services Duty and Fees Reference Download External Links Legal Information Quick Contact

FIGURE 12: 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



The screenshot displays the user interface of the Tamil Nadu Marriage Certified Copy Request portal. At the top, a navigation bar includes links for Home, Registration, E-Services, Circulars, Document Status, Draft Listing, Guideline Value, Sitemap, Help, and More. The main content area shows the application details: Application No. S01MREGVV201906265162627, Applicant Name Geetha, and Service Type TamilNadu Marriage Regis... A table lists the fees: Registration Fee (100), CD Copy Fee (50), and Copy Fee (10), with a total of 160. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to pay Online?' with 'Yes' and 'No' buttons. Below the table, the 'Select Payment Mode' section has 'Online' selected, and a list of banks is provided, including Allahabad Bank, Bank of Baroda, Central Bank of India, IDBI Bank, Indian Bank, Indian Overseas Bank, Punjab National Bank, Syndicate Bank, and Union Bank of India. A 'Submit' button is at the bottom right of the form area. The footer contains links for Online Services, Duty and Fees, Reference, Download, External Links, Legal Information, and Quick Contact.

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

Are you sure you want to pay Online?

Yes No

Select Payment Mode: ☒ Online ☐ Offline

Bank 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

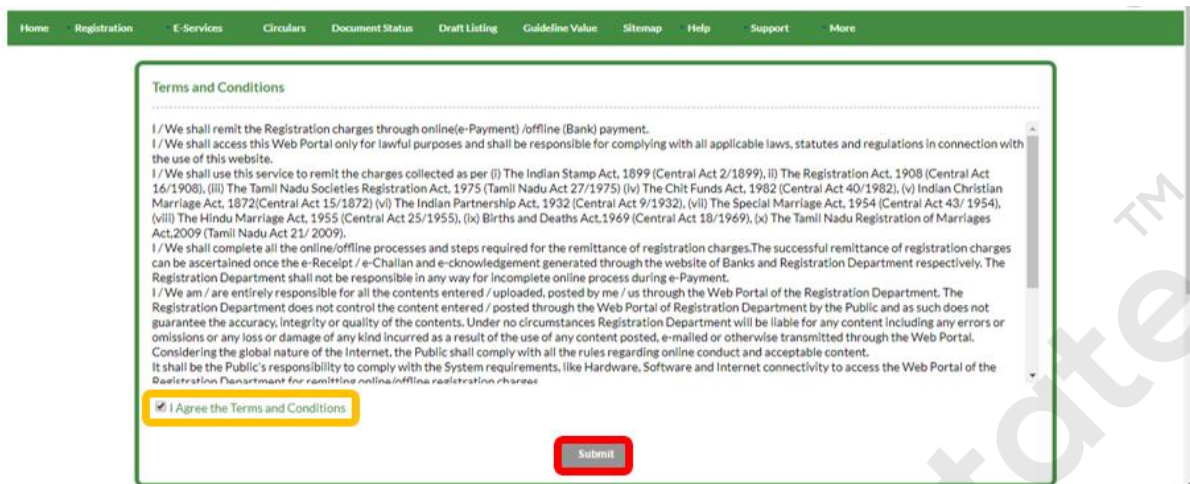
☐ Punjab National Bank ☐ Syndicate Bank ☐ Union Bank of India

☐ Vijaya Bank

Submit

FIGURE 13: ONLINE CONFIRMATION

Confirm if you want to **pay online**



Home Registration E-Services Circulars Document Status Draft Listing Guideline Value Sitemap Help Support 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 14: 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

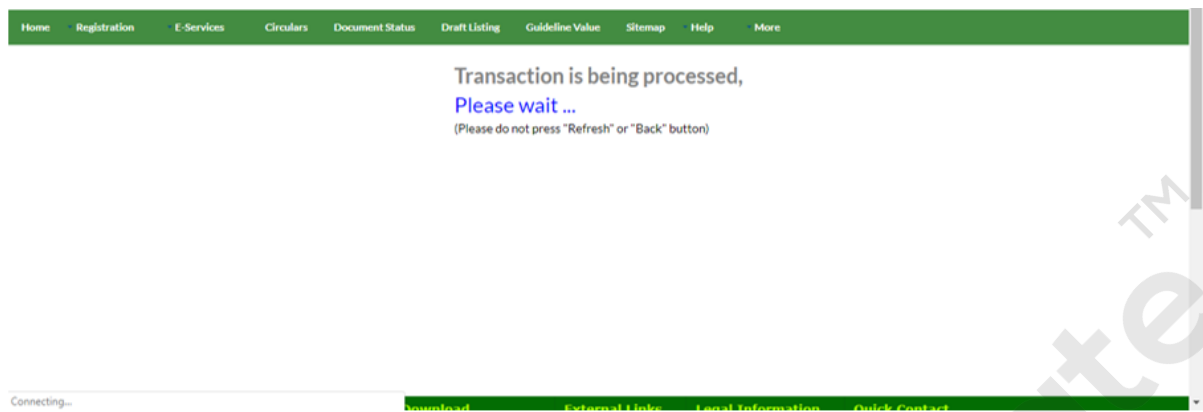


FIGURE 15: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.



Welcome to Allahabad Bank Internet Banking Payment Gateway



FIGURE 16: ONLINE PAYMENT

The page is directed to a payment gateway for online payment



इलाहाबाद बैंक
(भारत सरकार का उपक्रम)
विश्वास की परम्परा

ALLAHABAD BANK
(A Govt. of India Undertaking)
A tradition of trust

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 17: ONLINE PAYMENT

On logging in complete the payment process



FIGURE 18: 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
EXTR/574/2019	Hindu Marriage	2019-08-02	Pending	Submitted
EXTR/573/2019	Special Marriage	2019-08-02	Paid	Under Processing
EXTR/572/2019	Hindu Marriage	2019-08-01	Paid	Under Processing
EXTR/571/2019	Special Marriage	2019-08-01	Paid	Under Processing
EXTR/570/2019	Tamilnadu Muslim Marriage	2019-08-01	Paid	Under Processing
EXTR/569/2019	Tamilnadu Marriage	2019-08-01	Paid	Under Processing
EXTR/568/2019	Hindu Marriage	2019-08-01	Paid	Under Processing
EXTR/567/2019	Hindu Marriage	2019-08-01	Pending	Submitted
EXTR/566/2019	Special Other Marriage	2019-08-01	Paid	Under Processing
EXTR/565/2019	Hindu Marriage	2019-08-01	Pending	Submitted

FIGURE 19: STATUS OF REQUEST LIST 2

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

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

Request List

Application Number:

Status: Returned To Citizen

Payment Status: - Select -

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
EXTR/574/2012	Hindu Marriage	2019-08-02	Pending	Submitted
EXTR/573/2019	Special Marriage	2019-08-02	Paid	Under Processing
EXTR/572/2019	Hindu Marriage	2019-08-01	Paid	Under Processing
EXTR/571/2019	Special Marriage	2019-08-01	Paid	Under Processing
EXTR/570/2019	Tamilnadu Muslim Marriage	2019-08-01	Paid	Under Processing
EXTR/569/2019	Tamilnadu Marriage	2019-08-01	Paid	Under Processing
EXTR/568/2019	Hindu Marriage	2019-08-01	Paid	Under Processing
EXTR/567/2012	Hindu Marriage	2019-08-01	Pending	Submitted
EXTR/566/2019	Special Other Marriage	2019-08-01	Paid	Under Processing
EXTR/565/2012	Hindu Marriage	2019-08-01	Pending	Submitted

FIGURE 20: STATUS OF REQUEST LIST 3

Once the Citizen has paid and the Marriage copy certificate is given, the status changes into Returned to citizen