பதிவுத்துறை
REGISTRATION DEPARTMENT

TAMILNADU MARRIAGE REGISTRATION IN OTHER FORMS CERTIFIED COPY REQUEST

CITIZEN'S PORTAL USER MANUAL

Verified RedEstate™

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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	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

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

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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

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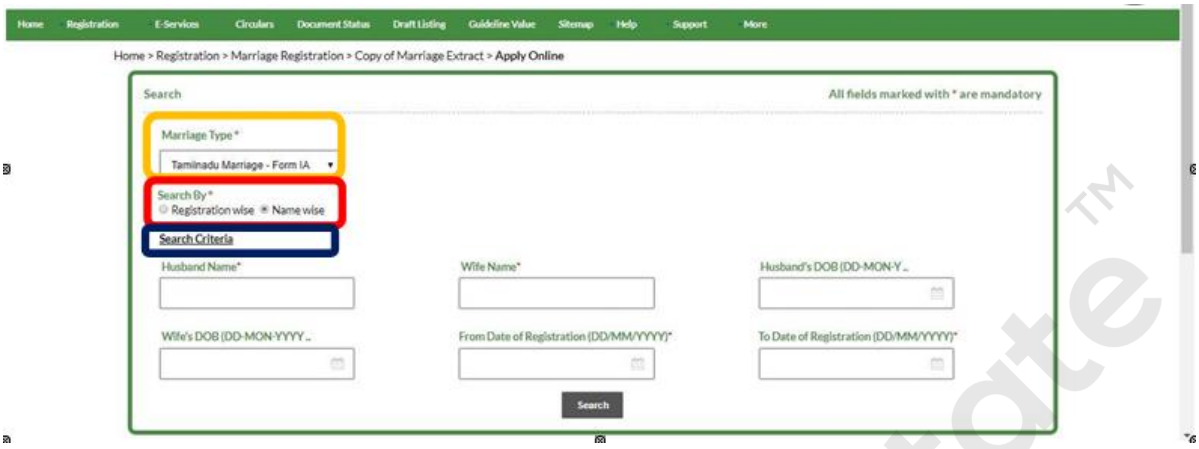


FIGURE 3: SEARCH FOR MARRIAGE TYPE

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

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

Step 2: Click radio button to view on search criteria

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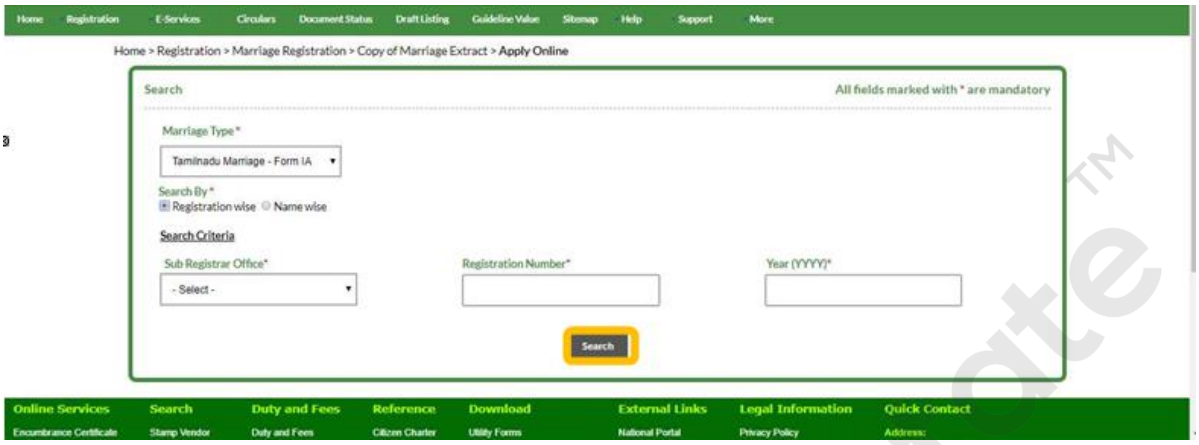


FIGURE 4: SEARCH FOR THE MARRIAGE 1

Depending on the search criteria, Search for the Marriage

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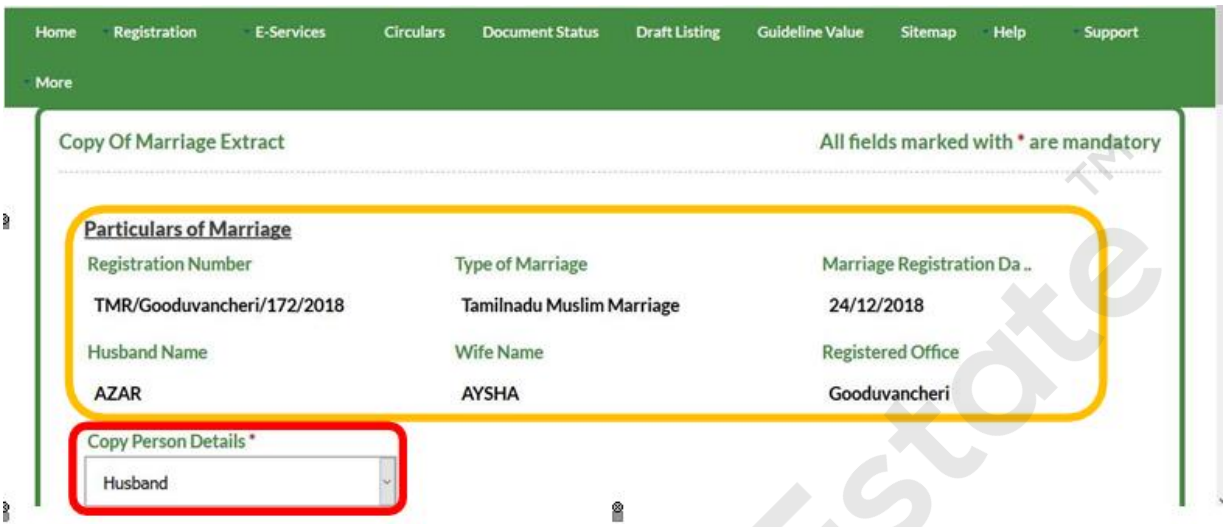


FIGURE 5: COPY OF MARRIAGE EXTRACT 1

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

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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.

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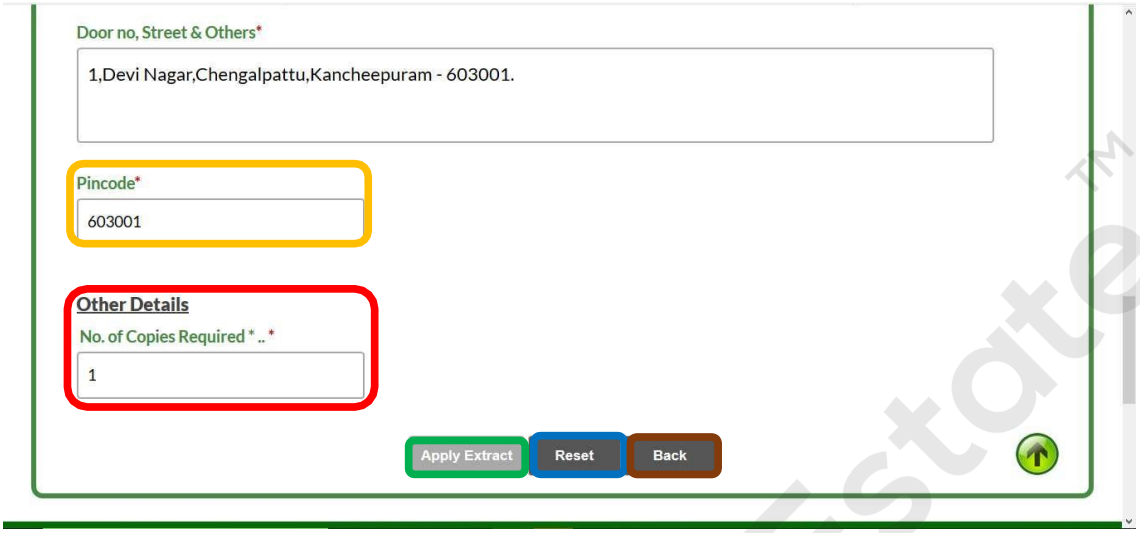


FIGURE 7: COPY OF MARRIAGE EXTRACT 3

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

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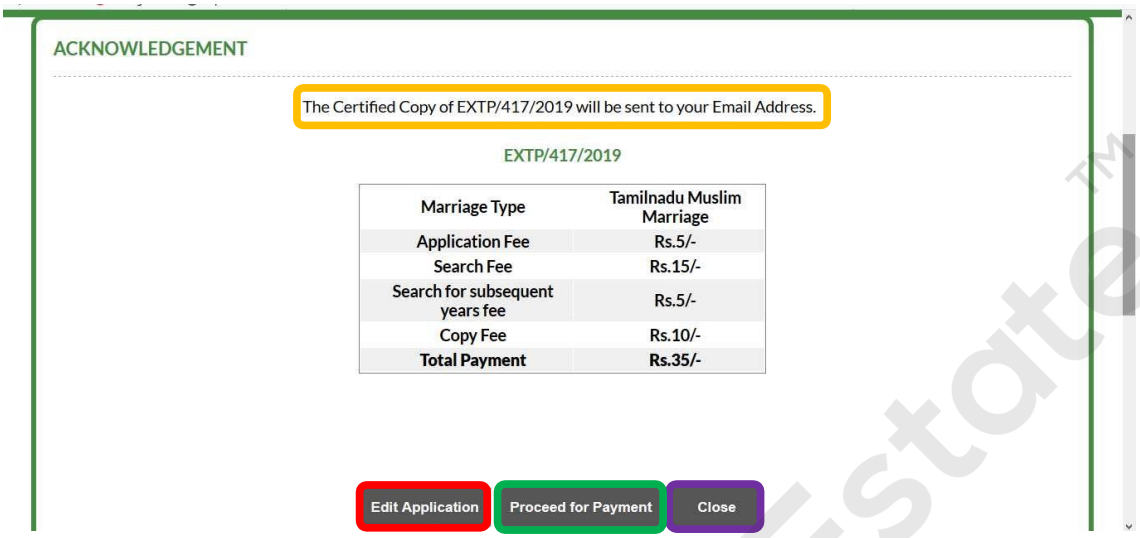


FIGURE 8: PAYMENT

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

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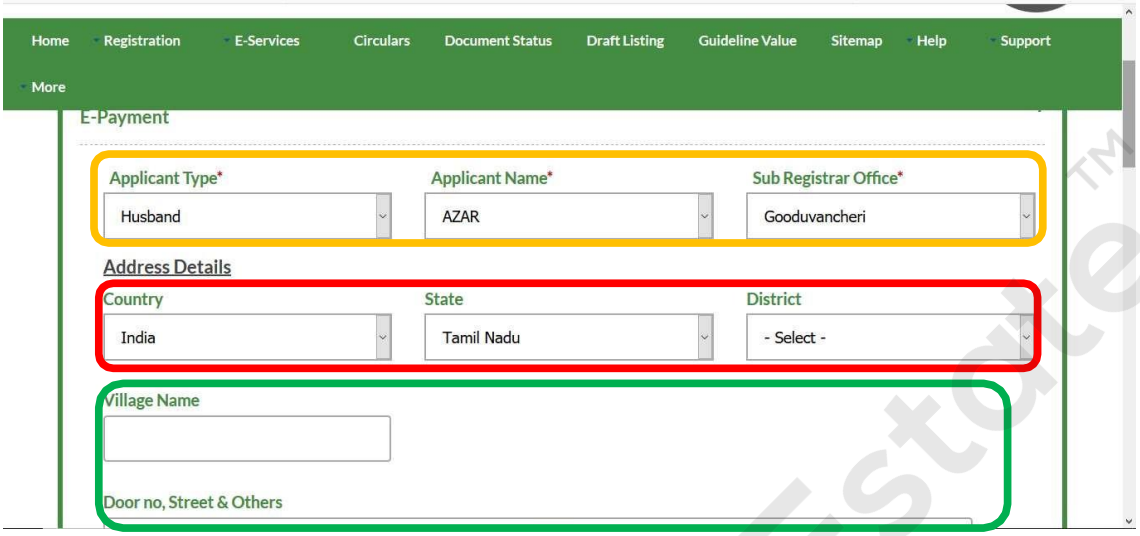


FIGURE 9: E-PAYMENT 1

Step 1: Select the Applicant type, Applicant name and Sub registrar 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

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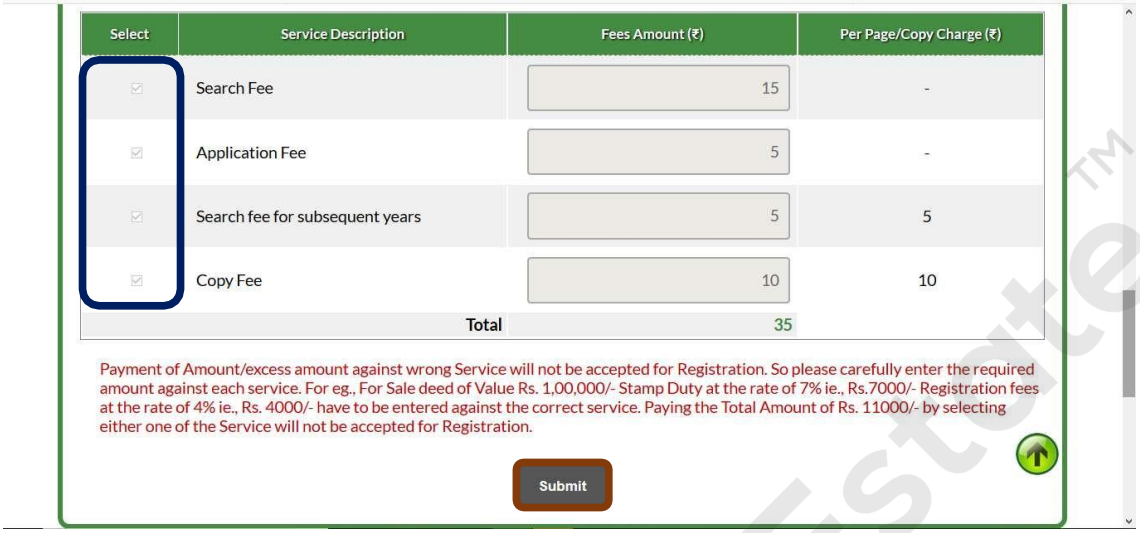


FIGURE 10: E-PAYMENT 2

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

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

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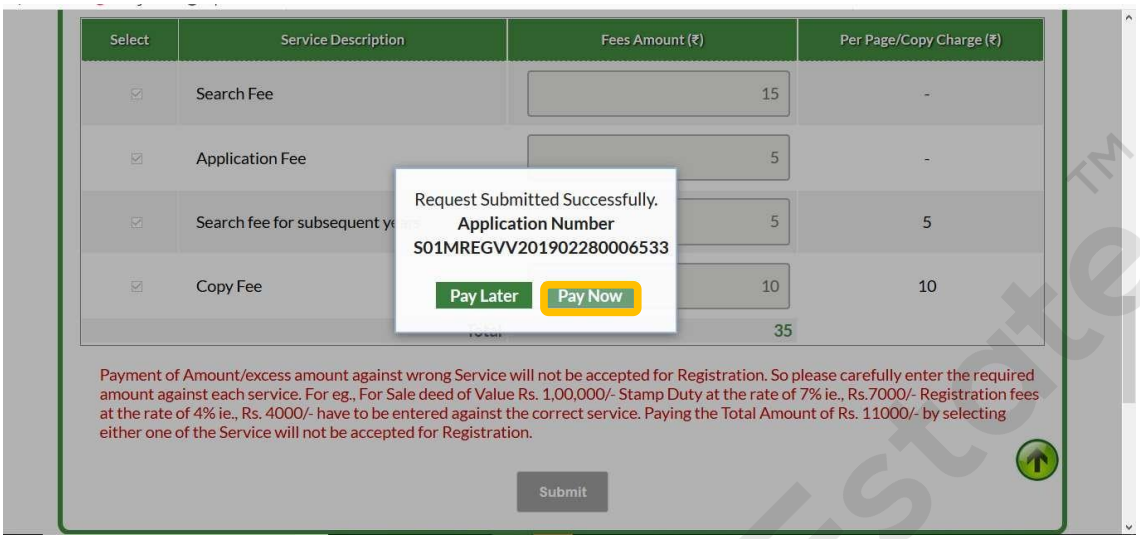


FIGURE 11: PAYMENT 3

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

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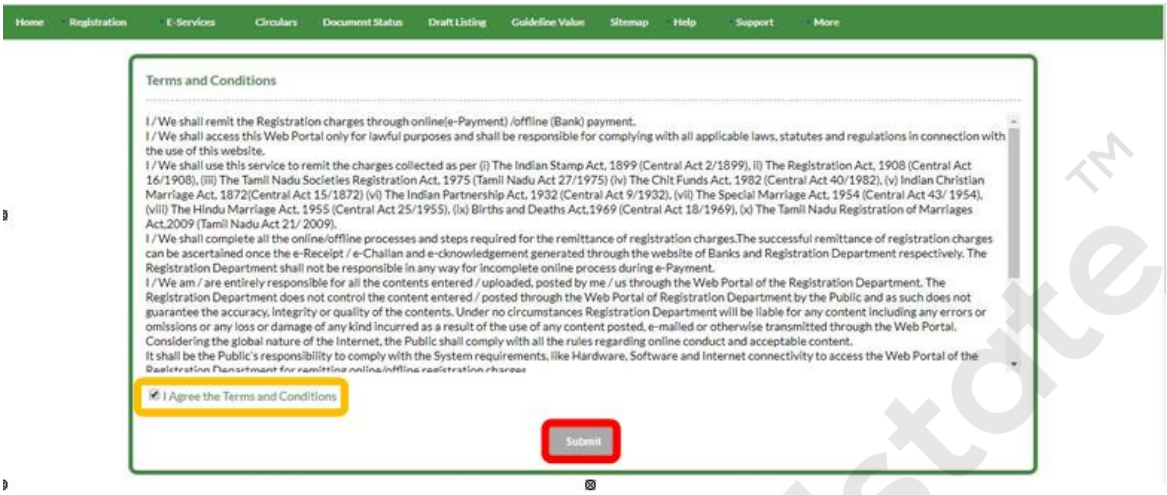


FIGURE 12: TERMS AND CONDITIONS

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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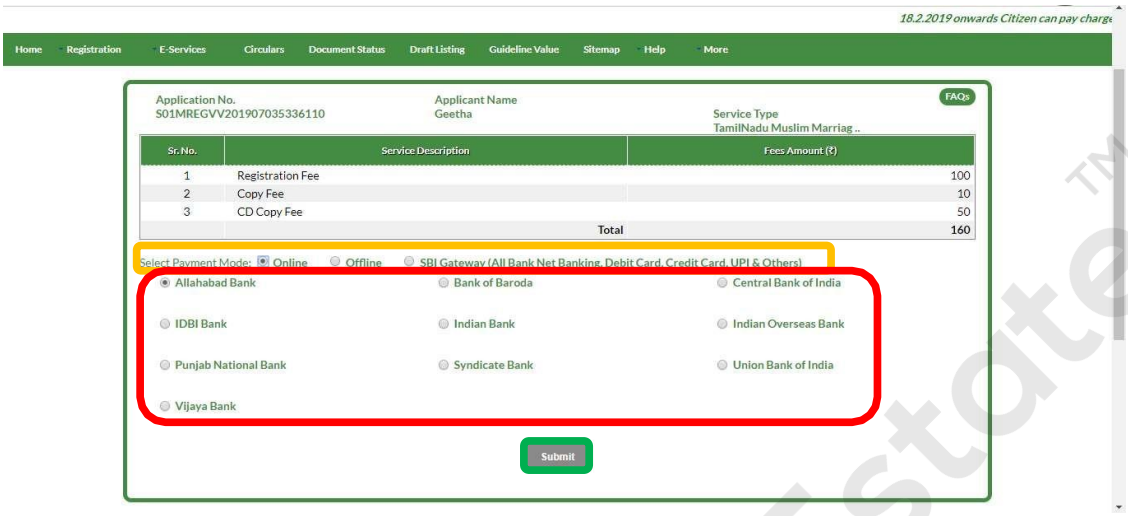


FIGURE 13: PAYMENT GATEWAY

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

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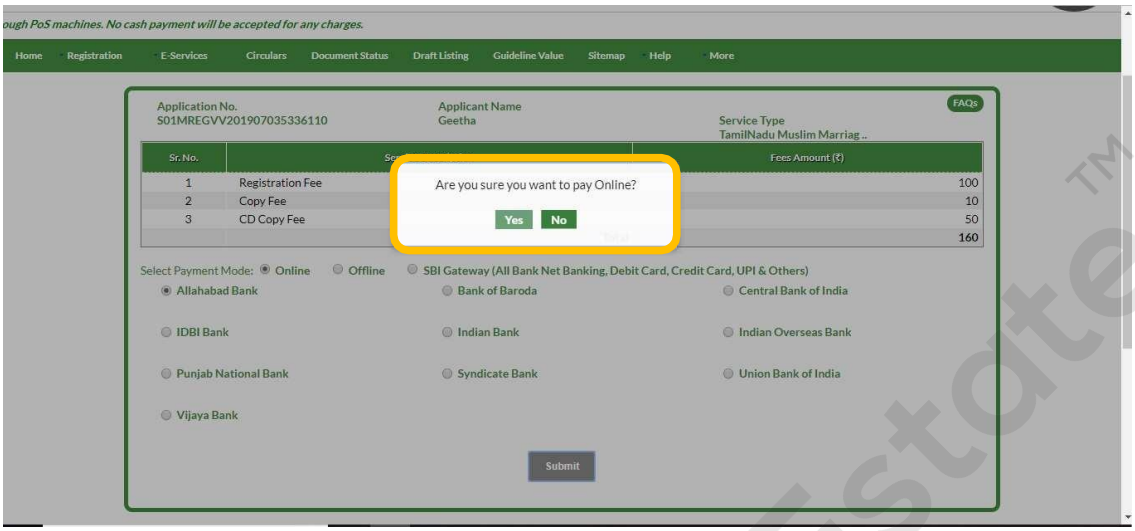


FIGURE 14: ONLINE CONFIRMATION

Confirm if you want to pay online

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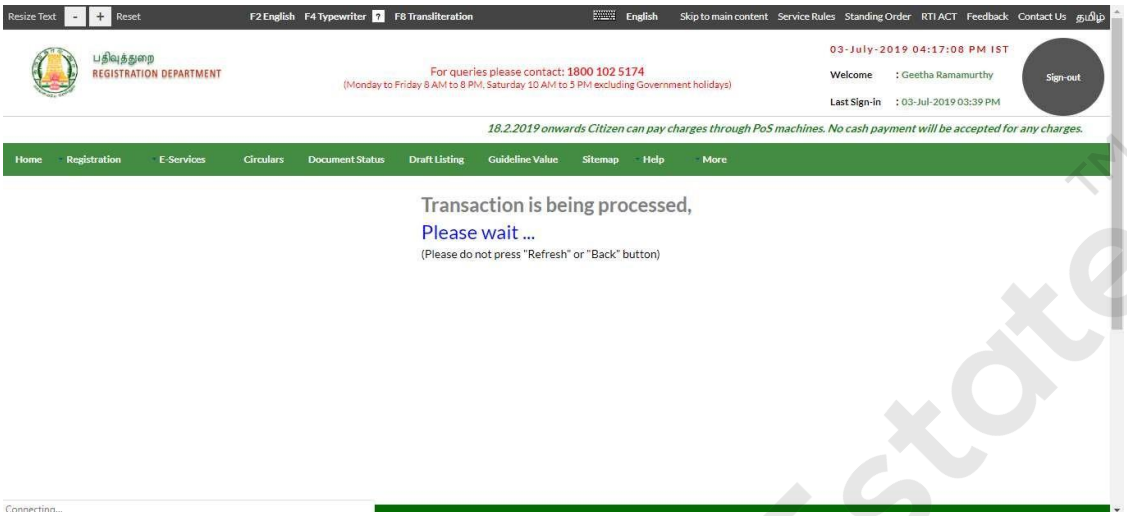


FIGURE 15: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.

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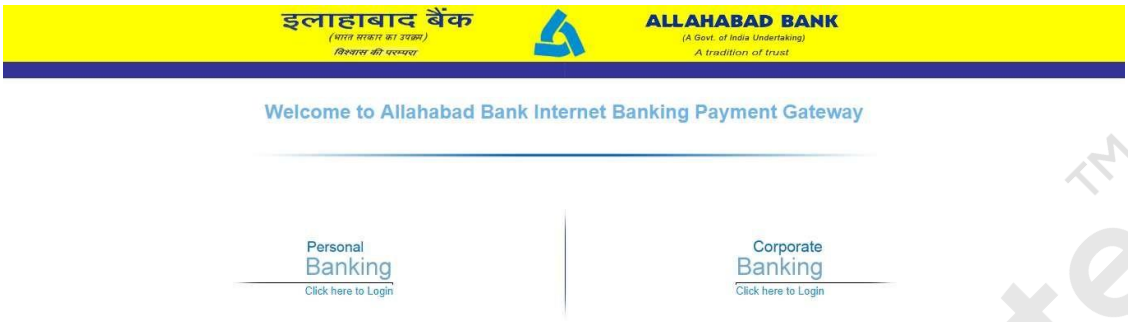


FIGURE 16: ONLINE PAYMENT

The page is directed to a payment gateway for online payment

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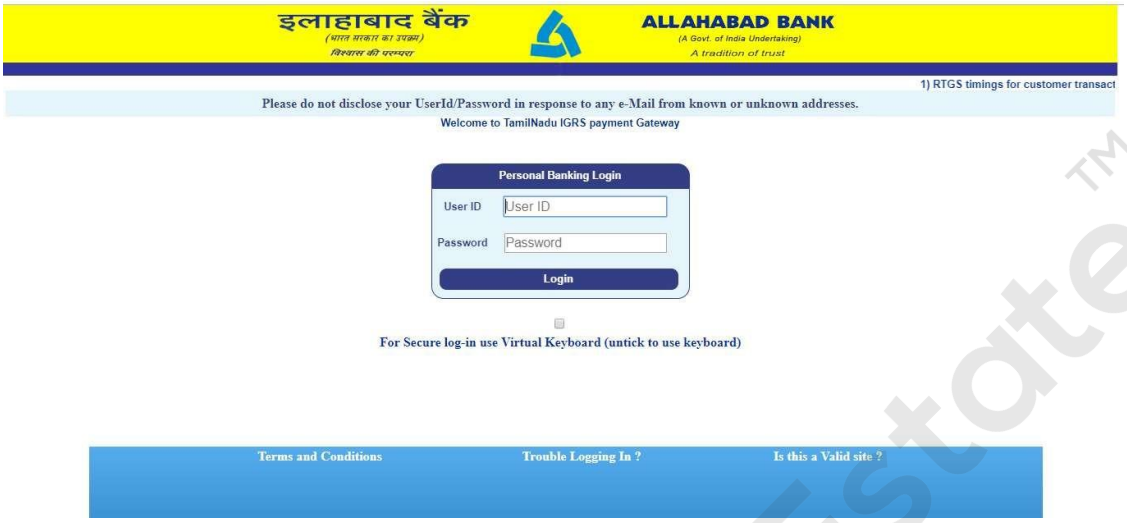


FIGURE 17: ONLINE PAYMENT

On logging in complete the payment process

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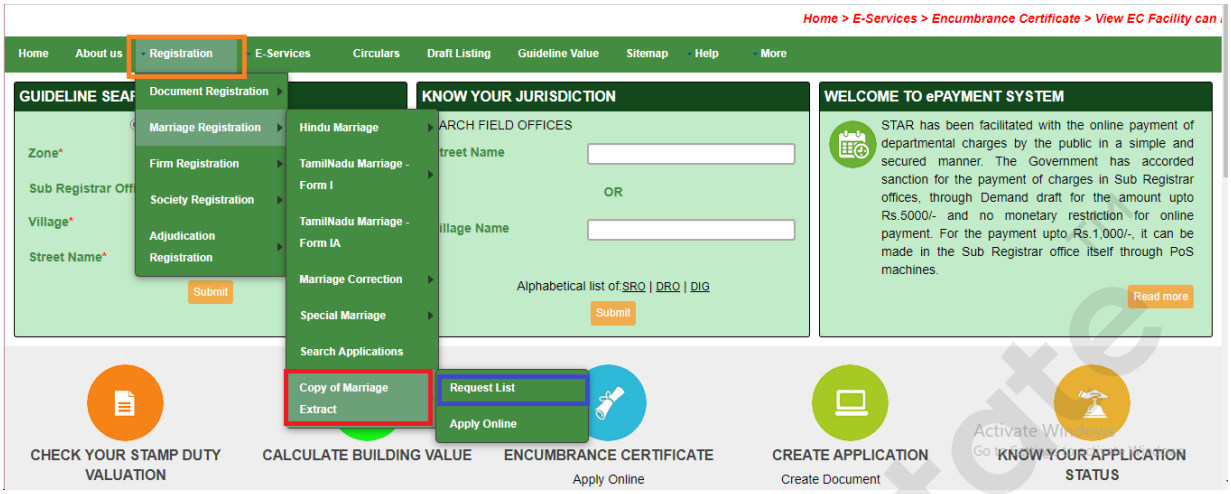


FIGURE 18: STATUS OF REQUEST LIST 1

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

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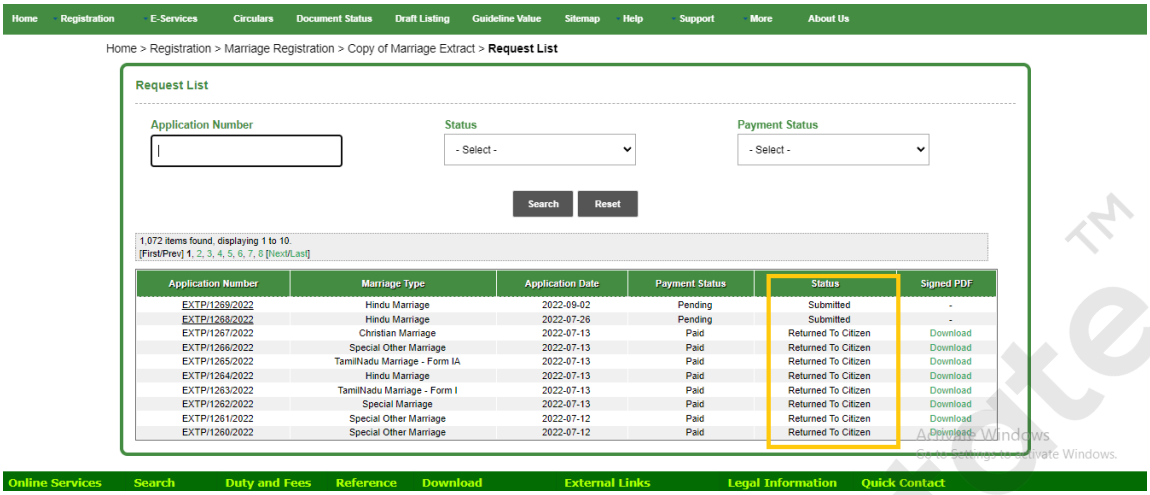


FIGURE 19: STATUS OF REQUEST LIST 2s

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

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