



CHANDIGARH ADMINISTRATION

UNDER CHANDIGARH COMPULSORY REGISTRATION OF MARRIAGE RULES 2012

FORM - IV , [SEE RULE 3(3) (D)]

Instruction Manual for Marriage registration:

- Applicant submitting the application form from mobile application or web portal shall bring the following documents in original. Application shall be treated as incomplete in absence of any of the below documents.
- Joint Affidavit (Available in **DOWNLOAD Section** along with **Marriage Entry Form**)
 - Fill the Marriage Entry Form (Available in **DOWNLOAD Section**) along with Court Fee.
 - Five Joint Photograph of Husband and Wife(**Passport Size and Bride should be on left Side of Groom**)
 - Residence Proof of both Husband and Wife
 - Identity Proof of both Husband and Wife
 - Date of Birth proof/ Age Proof both Husband and Wife
 - At least three postcard size wedding photo
 - Proof of Marriage (Any one In case of registration only)
 - 1) Certificate from religious institution or priest who solemnized the wedding
 - 2) Nikah Nama
 - 3) Certificate from Gurudwara/ Marriage Card
 - Divorce Decree incase of Divorce
 - Death Certificate of spouse, in case of widow/widower
 - Late affidavit for registration of Marriage in case application is submitted after 90 days of Marriage (Available in **DOWNLOAD Section** along with **Marriage Entry Form**).
- Applicant needs to deposit a service charge of Rs 500 /- (Non-Refundable) upon arrival for marriage registration at the time of appointment.
- Applicant needs to deposit the registration fee upon approval of marriage registration by marriage registrar

- Applicants (Bride and Groom) needs to fill the Aadhaar consent form in case of providing an aadhaar no. Applicants shall fill the details in application very carefully and in case of any mistake/error shall report to the first dealing hand for rectification since the system generated marriage certificate is non-editable
- Applicant is required to bring the appointment no/verification no which will be received via SMS , Email(In Case of Mobile Registration) or Appointment Slip in case of Online Web Portal Registration as reference no upon arrival for marriage registration at the time of appointment.

List of acceptable documents

Documentary Proof of Residence

- Passport
- Driving License
- Election Commission Photo ID card
- Ration Card
- Aadhaar Card / E-Aadhaar letter issued by government of India.
- Domicile Certificate

Documentary Proof of Identity

- Election Commission Photo ID card
- Aadhaar Card / E-Aadhaar letter issued by government of India.
- Driving License
- Passport
- Arm's License with Photo Graph
- Central Government Health Scheme Card or Ex-servicemen Contributory Health Scheme photo card
- Applicant's current and valid ration card with Photograph
- Photo identity card issued by the Central Government or a State Government or a Public Sector Undertaking
- Pensioner Card having photograph of the applicants
- Certificate of identity in original signed by Member of Parliament or Member of Legislative Assembly or a Gazetted Officer containing duly attested photograph
- Bank certificate in original on letter head from the branch (along with name and stamp of the issuing officer) containing duly attested photograph and bank account number of the applicant(Scheduled Public Sector Banks and Regional Rural Banks only)

Documentary Proof of Date of Birth

- Birth certificate issued by a Municipal Authority or any office authorized to issue Birth & Death Certificate by the Registrar of Births & Deaths
- School leaving certificate / Secondary School leaving certificate/ Certificate of Recognized Boards from the school last attended by the applicant or any other recognized educational institution
- Passport
- Self affidavit regarding age in case birth certificate and school certificate are not available
- Medical Certificate Indicating Age