INSTRUCTION MANUAL

Step 1: Upon Clicking the Chandigarh e-District services link [http://chdservices.gov.in/](http://chdservices.gov.in/), Home Page will be displayed to Applicant.

Step 2: Click on Citizen Marriage login as highlighted below in the snapshot.

![Image of Citizen Marriage login](image1.jpg)

Step 3: First time users need to sign up by clicking on the sign up link as highlighted below.

![Image of sign up link](image2.jpg)
After filling all details on User registration page (snapshot below), click on **Register** button. Upon Successful registration, applicant will get the acknowledgement on the registered mobile no.

Step 4: After Registration System will redirect the Applicant to Login Page Again. Now applicant needs to login with the registered email ID.
Step 5: After Login, Citizen Dashboard will appear where Citizen can apply for Marriage Registration.

Step 5.1: Applicant needs to click on Services, then Marriage and fill up the marriage details first by clicking on Marriage details. Applicant can also download Marriage Instruction Manual from the Link highlighted in the snapshot below.
Step 5.2: after filling all details above, applicant needs to click on **Save & Next**, applicant will be redirected to **Witness details** sections to fill the details of the witnesses.
Step 5.3: Applicant needs to fill details of minimum 2 witnesses, Upload Joint Photo and click the submit button.

Step 6: After submission of Witness Details, System will redirect User to Dashboard. Applicant needs to click on Upload Documents to Upload Mandatory Documents (shown in Step 6.1 below).
Step 6.1: Upload of documents snapshot

Step 7: System will redirect Citizen Again to Dashboard:

Step 7.1: Now Applicant needs to Click on the Get Appointment link to choose the appointment slot as shown in the snapshot below:-
Fig 7.1 Selection of desired appointment date

Fig 7.2: Selection of desired appointment time from the list of available time slots
Step 8: Upon choosing the date and time of appointment, click save and proceed as shown above

Step 8.1 System will generate an appointment receipt along with complete marriage registration details (Applicant needs to bring the hardcopy of this receipt at the time of appointment.

Step 8.2: Applicant can print the appointment receipt till the appointment time by clicking on the Generate Appointment slip link on the dashboard as shown below.
Instruction Manual for Marriage registration:

1. 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.
   - Marriage Entry Form along with Court Fee. (Available in DOWNLOAD section)
   - Joint Affidavit (Available in DOWNLOAD Section along with Marriage Entry Form).
   - 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.
   - Three Unique/ Distinct postcard size wedding photo (Atleast one with Both witnesses at the time of Marriage).
   - Proof of Marriage (Any one in case of registration only)
     - Certificate from religious institution or priest who solemnized the wedding
     - Nikahnama
     - Marriage Card
     - Proof of Hotel booking/Bills/Receipts/Permission from competent authority for venue booking.
   - Self-Declaration form from both witnesses Groom side and Bride Side (Available in DOWNLOAD Section along with Marriage Entry Form).
   - Identity Proof of both witnesses Groom side and Bride Side.
   - Divorce Decree in case 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).

2. Applicants along with both witnesses are mandatory required to be present at the date and time of appointment.

3. Applicant needs to deposit a service charge of Rs 500/- (Non-Refundable) upon arrival for marriage registration at the time of appointment.

4. Applicant needs to deposit the registration fee upon approval of marriage registration by marriage registrar.

5. 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.

6. 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.

7. NRI Applicant needs to mention his/her Passport Details i.e **Passport Number, Social Security Number, Passport validity date** while submitting application online. Passport must be valid at the time of appointment with Marriage Registrar.

8. The Application form may also be scanned and uploaded properly along with other documents.

9. The appointee should reach 10 minutes before the time of appointment. The appointee will not be entertained after the scheduled time.

10. The Visitors should keep their face covered with mask as per instructions of MHA.

11. The Visitors should follow proper social distancing as per the instruction of MHA.

**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 Heath 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 Residence

- 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 is not available Medical certificate indicating age.