

# Overview of Marriage Process

(updated 25 Sep 2023)



# OUR MARRIAGE JOURNEY (OMJ)

## SAYING "I DO" BEGINS WITH 6 KEY STEPS



1

### ACCESS MARRIAGE PREPARATION RESOURCES

- Sign up for suitable marriage preparation course to help you build a good foundation for your marriage ([read more](#))

2

### START MARRIAGE APPLICATION

- As a couple, make the marriage application together with personal details auto-filled via Singpass
- Select a solemniser
- Option available to save draft application
- You can access dashboard to view application status ([read more](#))

3

### SUBMIT MARRIAGE APPLICATION

- Make payment and submit application\* ([read more](#))  
\*Application must be submitted at least 21 days before solemnisation date

4

### MAKE DECLARATIONS

- You will be guided on the necessary steps to make your declaration, which may be done online or in-person at ROM ([read more](#))

5

### ON DAY OF SOLEMNISATION

- Couple and two witnesses must be present
- (Optional) Bring your ceremonial certificate of marriage for signing at your solemnisation ([read more](#))

6

### RECEIVE DIGITAL CERTIFICATE OF MARRIAGE

- Your solemniser will register your marriage online after your solemnisation
- Your digital certificate of marriage will be emailed to you

### Note:

- This process is applicable to marriage applications submitted on or after 25 Sep 2023.
- If you have submitted a marriage application before 25 Sep 2023 and your scheduled appointment with ROM for document verification and declaration is after 25 Sep 2023, please attend the appointment where you will be guided through the marriage process.

View [video guide to marriage process](#) and visit [www.marriage.gov.sg](http://www.marriage.gov.sg) to find out more!

## **Requirements for Marriage**

### **31 Days' Stay in Singapore**

- Where either party to the intended marriage is **not** a Singapore Citizen or Permanent Resident, **at least one** of the parties is required to be physically present in Singapore for at least 31 continuous days before a marriage application can be submitted to ROM.
- The 31 continuous days (excluding the day of arrival in Singapore) need not take place immediately before your marriage application, and it must be made in a single trip to Singapore.

### **Age of the couple**

- Couples must be at least 21 years of age.
- If one party is above 18 and below 21 years old and has not been previously married, the parents or legal guardian of the minor party must give consent to the marriage. Besides consents given by parents/ Legal guardian, they are required to attend a Marriage Preparation Programme conducted by an MSF-approved organisation.
- If one party is below 18 years old, besides obtaining parents/legal guardians' consent, the couple must apply for a Special Marriage Licence.

### **Marital Status**

- Neither party is presently married.
- A person with a previous marriage has to ensure that the said marriage has been legally dissolved.
- Divorcees who remarry must make a Declaration on whether they have existing maintenance orders and whether they are prompt or in arrears with the maintenance payments.

### **No lawful impediment to the marriage**

## Submit a Marriage Application

### Notice Period

- Couples have to give notice of their intended marriage to ROM by submitting a marriage application. You can use ROM e-Services from the comfort of your home and at a time convenient to you to submit a marriage application online using Singpass. For couples who require assistance on e-Services, you may apply at the e-Kiosks at ROM office.

#### Note:

- There is a **minimum 21-day notice period required**.  
(For example, if a couple submits their marriage application on 1 October and giving minimum 21-day notice, the earliest solemnisation date shall be 23 October.)
- There is a 6-month validity period for the application. The earliest that you can submit your application is 6 months ahead of your solemnisation.  
(For example, if the couple submits the marriage application on 1 Sep 2023, the latest solemnisation date or expiry date shall be 1 Mar 2024.)

\* Use the [solemnisation date calculator](#) to find out when to submit a marriage application for your intended marriage date.

### Documents Required

- NRIC (for Singapore Citizens/Permanent Residents) or Passport (for foreigners) of groom, bride and 2 witnesses above 21 years old.
- For solemnisation outside ROM - 'Solemniser Booking Confirmation' email notification
- Credit card for online marriage application; or NETs for marriage application at e-Kiosks at ROM.
- If applicable, death certificate of late spouse or divorce papers [i.e., Certificate of Decree Nisi Absolute / Certificate of Making Interim Judgement Final issued by the court].

### Fees Payable

	Application fee
At least one party is a Singapore Citizen/ Permanent Resident	\$42
Both parties are foreigners	\$380

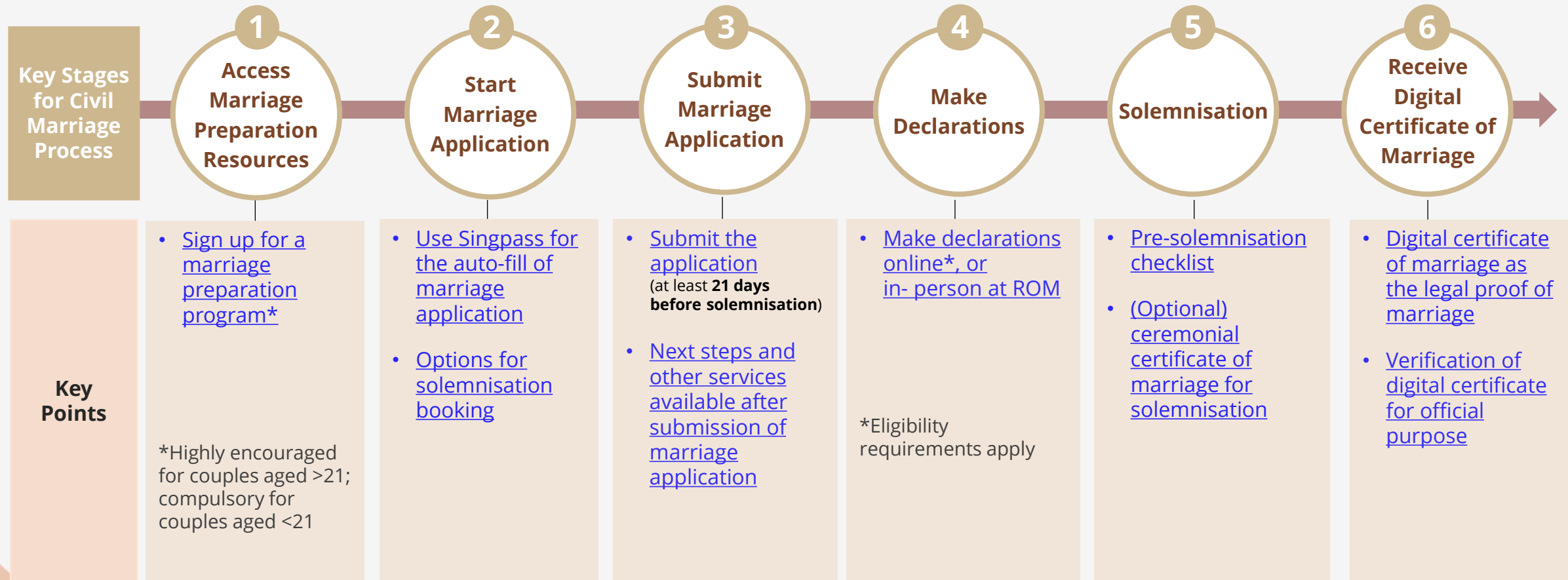
### For More Information

Please note that this is a guide for general cases. Information to register a civil marriage in Singapore can be found at [www.marriage.gov.sg](http://www.marriage.gov.sg). If you have any other queries, please contact the Registry of Marriages (ROM) via [Feedback/Enquiry form](#) or hotline 6338 7808.



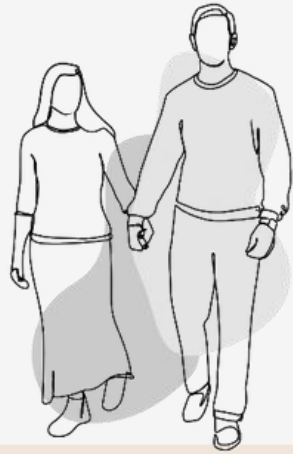
# Understanding the Civil Marriage Process

In this guide, you will find answers to the key questions that you may ask at each of the key stages in the civil marriage process.



# Stage 1. Access Marriage Preparation Resources

Sign up for a marriage preparation programmes help you build a good foundation for marriage



If you are both  
21 & above

Marriage preparation programme is **highly recommended**



If one or both below 21 and are  
Singapore citizen/Permanent Resident

\* Marriage preparation programme is  
**compulsory**



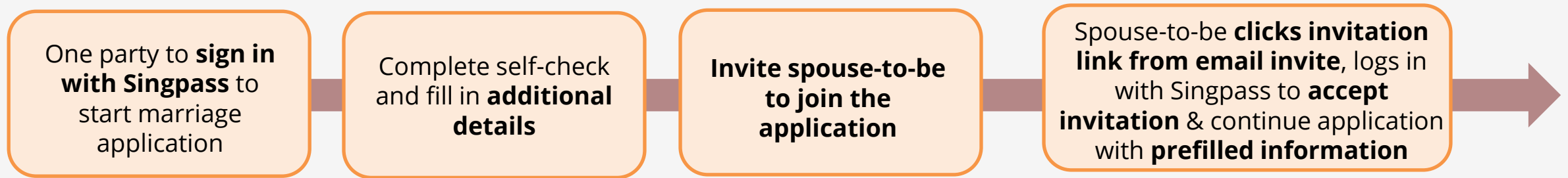
Sign up for the marriage preparation programme here: <https://www.marriage.gov.sg/marriage-programmes>.

\*Couples with at least 1 party below 18 years old will be required to undergo the social assessment interview during which the social worker will share details of marriage preparation programme.

# Stage 2. Start Marriage Application

## Use Singpass for the auto-fill of marriage application

If **both applicants have Singpass**, you may use it to **pre-fill your marriage application details** (see below):



### Note:

- If only 1 party has Singpass, only he/she can log in to the portal to complete the application online. He/she also needs to key in his/her spouse-to-be's details manually.
- If both applicants do not have Singpass, visit ROM office for assistance.



View video guide to marriage process here: <https://youtu.be/S3eHrEtRFTI>

Start marriage application here: <https://www.marriage.gov.sg/civil/marriage-process>.

# Stage 2. Start Marriage Application

## Options for solemnisation booking

### Solemnisation Venue Type

1

#### At ROM

A **solemniser will be assigned to you**. You do not need to select a solemniser.

Booked a venue at your preferred location outside ROM.

2

#### Outside ROM (i.e., other Locations)

You will be prompted to **search for a solemniser** by e.g. the solemniser's name or your preferred language, and provide your solemnisation date and time.

(The timeslot available for selection is an indication of the solemniser's general availability. Booking will require solemniser's confirmation)

3

#### Via Video Link<sup>#</sup>

**Contact your solemniser** to discuss your solemnisation plan & details.

#### # Note for Video-Link Solemnisation:

Should only be adopted under exceptional circumstances that prevent couple from solemnising their marriage in the presence of each other, the two witnesses or the solemniser

- Groom, bride, both witnesses and solemniser must be physically present in Singapore for the solemnisation ceremony (though they are allowed to be situated at different locations within Singapore)
- For such request, please complete this [request form](#) with details of both parties and the reason for your request for ROM's review



You will receive **solemnisation booking status updates** via **email** (or simply [log in](#) to OMJ portal to check for updates)

Check your solemnisation booking status:

**Pending**

**Accepted**

**Rejected\***

*\*If solemnisation booking is rejected, please make another booking*



# Stage 3. Submit Marriage Application

Submit application at least 21 days before solemnisation and next steps

## Submit your marriage application

It is a legal requirement to give ROM notice of your intended marriage by submitting the marriage application:

- At least 21 days before your solemnisation
- The earliest you can submit your application is 6 months ahead of your solemnisation



Use the [solemnisation date calculator](#) to find out when to submit a marriage application for your intended solemnisation date.

## After submitting your marriage application

[Log in](#) to OMJ portal to access these services and take note of next steps:



### Check solemnisation booking status

Ensure booking is accepted



### Change solemnisation details & appointment with ROM (if needed)



### Make Declarations

- Online (for eligible couples); **OR**
- Prepare documents for verification and attend appointment as scheduled with ROM (either in-person or video-link)



### Get ceremonial certificate (Optional)

- Download/print ceremonial certificate if you wish to use it for signing at your solemnisation ceremony (*ROM will print ceremonial certificates for couples solemnising at ROM*)
- Click [here](#) to see what it looks like



### Download marriage application summary

Take note of appointment with ROM and solemnisation details



### Upload supporting documents (upon ROM's request)

# Stage 4. Make Declarations

## Make declarations

During the application process, the OMJ portal will guide you to book an appointment with ROM to make declaration in-person at ROM or via video link, or make online declaration (without appointment) if both parties are eligible.

### Eligibility for Online Declaration

- Both parties are Singapore Citizen or Permanent Resident
- 1st marriage for both parties
- Both aged 21 & above
- Application is submitted by both parties using Singpass
- Solemnisation date is at least 21 days after application is submitted



As long as **one party does not have Singpass** or where **foreign documents are involved**, you will need to make an **in-person declaration at ROM**.

E.g., if a Singaporean & non-resident couple are applying for marriage, their declarations will still be in-person at ROM.

# Stage 5. Solemnisation

## Pre-solemnisation checklist

Refer to the following checklist **before solemnisation day**:

### PRE-SOLEMNISATION

Check	Action
<input type="checkbox"/>	Ensure your solemnisation booking is accepted
<input type="checkbox"/>	For solemnisation outside ROM or via video link: contact your solemniser to discuss solemnisation details
<input type="checkbox"/>	Make your declarations (online/ via video link/ in-person at ROM)
<input type="checkbox"/>	Receive email notification upon issuance of Marriage licence
<input type="checkbox"/>	Contact your solemniser at least 3 days before solemnisation to remind him/her of the solemnisation
<input type="checkbox"/>	Refer to the specific <a href="#">Guide to Solemnisation Ceremony</a> for your intended type of solemnisation
<input type="checkbox"/>	If you need to amend the marriage application, you <a href="#">may make changes to your solemnisation details on OMJ portal</a> (details of witnesses, solemnisation venue/date/time)

# Stage 5. Solemnisation

## Optional ceremonial certificate of marriage for solemnisation

You may download your ceremonial certificate from your [OMJ dashboard](#) once the following conditions are met:

- 1 After declaration is completed by both parties
- 2 Your solemniser has accepted your booking

### Note:

- While you may **print the certificate on a A4-coloured/patterned paper of your choice**, please maintain formality to respect the institution of marriage.
- Share a preview of your ceremonial certificate with your solemniser ahead of your solemnisation day (as early as possible)  
*\*Your solemniser may decline signing if the certificate contains images or content deemed by him/her to be inappropriate for the occasion.*

**Template of ceremonial certificate**  
(downloadable from your OMJ dashboard)



The image shows a template for a ceremonial certificate of marriage. The title is "Ceremonial Certificate of Marriage (Singapore)". The text reads: "The marriage between JASON LAU HIN HOW (Bridegroom) and WONG WAI MUN (Bride) was solemnised by MR. MARK KOH WEI KOK, BHM, PHM at 1 CANBERRA DRIVE SINGAPORE 768101 on 31 OCTOBER 2023". Below this, there are lines for the signatures of the bridegroom (Jason Lau Hin How) and the bride (Wong Wai Mun), and the witness (Wong Leon Kai). At the bottom, there is a line for the signature of the solemniser (Mr. Mark Koh Wei Kok, BHM, PHM). A large "SAMPLE" watermark is overlaid on the certificate.

**Example of ceremonial certificate**  
(printed on a piece of patterned paper)



The image shows an example of a ceremonial certificate of marriage printed on a piece of patterned paper. The title is "Ceremonial Certificate of Marriage (Singapore)". The text reads: "The marriage between JASON LAU HIN HOW (Bridegroom) and WONG WAI MUN (Bride) was solemnised by MR. MARK KOH WEI KOK, BHM, PHM at 1 CANBERRA DRIVE 1 CANBERRA SINGAPORE, 768101 ON 31 OCTOBER 2023". Below this, there are lines for the signatures of the bridegroom (Jason Lau Hin How) and the bride (Wong Wai Mun), and the witness (Wong Leon Kai). At the bottom, there is a line for the signature of the solemniser (Mr. Mark Koh Wei Kok, BHM, PHM). A large "SAMPLE" watermark is overlaid on the certificate.

## Changes and errors in solemnisation details

When did you decide to make changes?

**Before solemnisation day**

**Make changes to the details on OMJ portal** or [contact ROM](#) if you are unable to do so

Your solemniser will be updated of these changes via email and **contact your solemniser** to confirm the changes

Couples to **re-download** the Ceremonial Certificate template with the new information (if applicable)

Proceed with solemnisation with the new information

**On day of solemnisation**

Work with your solemniser on contingencies and note down the changes

Proceed with solemnisation as long as the conditions for solemnisation are met

**After solemnisation**

**Couple:** Contact ROM at [msf\\_rom@msf.gov.sg](mailto:msf_rom@msf.gov.sg) to make changes online. A fee of \$25 is required.

**Solemniser:** Receives email update on the changes made, validate records and register online with the updated information.

# Stage 6. Receive Digital Certificate of Marriage

## Digital certificate of marriage as the legal proof of marriage




After your solemniser registers your marriage online, you will **receive your digital certificate of marriage** (as password-protected PDF) via **email**



**Save a copy of it** onto your own device for easy retrieval and sharing for official purpose

- Digital certificate is not available on Singpass but marital status on Singpass will be updated after registration of marriage (for Singapore citizen and Permanent Resident at the point of marriage)
- This is the legal marriage certificate that can be used for official purposes
- The digital certificate can be verified on OMJ portal (scan QR code or visit URL to make use of this free e-service)

### Sample Digital COM

  
THE REPUBLIC OF SINGAPORE  
WOMEN'S CHARTER 1961  
**CERTIFICATE OF MARRIAGE**  
(Marriage solemnised under Women's Charter 1961)


Husband  
**JASON LAU HIN HOW**  
SINGAPORE PINK IDENTIFICATION CARD SXXXX636I

Wife  
**WONG WAI MUN**  
SINGAPORE PINK IDENTIFICATION CARD SXXXX788G

Marriage certificate number **M0300544**      Marriage date **31 OCTOBER 2023**

Witness **LAU CHING MING**      Witness **WONG LEON KAI**

Licensed solemniser **MR MARK KOH WEI KOK, BBM, PBM**      Solemnisation venue address **1 CANBERRA DRIVE SINGAPORE 768101**

 No. M0300544  
Access code: CCCT7C  
Date of issue: 31 OCTOBER 2023

This certificate is system-generated. No signature is required. For verification, please scan QR code or visit <https://www.marriage.gov.sg/verify-digital-document>

If you have queries, please reach out to Registry of Marriages (ROM)  
at phone: 6338 7808  
or submit your feedback/enquiry [here](#)