

INVITATION TO SOLEMNIZE A MARRIAGE (to be completed by groom and bride)

Date: _____

Dear _____ (licenced Solemnizer)

1. We cordially invite you to solemnize our marriage on _____ (date) at _____ (time)
_____ (full address of venue)

2. Our details are given below:

	Name	NRIC/PP No.	Contact No.	Correspondence Address
Groom				
Bride				

3. We note the 21 days rule and other legal requirements and will go to www.rom.gov.sg to file a notice of marriage.

4. Thank you for volunteering your time and efforts to grace our special occasion.

Yours Sincerely

Signature of Groom

Signature of Bride

REPLY (to be completed by Licensed Solemnizer)

Dear Groom and Bride

Heartiest Congratulations! I am pleased to accept your invitation. Please call me to confirm our appointment **3 working days before solemnization** (Monday – Friday, 9am to 5pm only) regardless of whether you have collected your marriage documents from ROM. If I do not hear from you, the appointment is deemed cancelled.

Signature _____

Licence No: _____

Name of Licensed Solemnizer: _____

Date: _____

Do not fax. This form is to be handed over by the couple to ROM on the day of verification of documents.

Acknowledgement of Marriage Certificates collected

Steps to Getting Married Outside ROM

1. Go to www.rom.gov.sg, 'List of Licensed Solemnizers'
2. Invite a Solemnizer *near your home* (inform him/her of your marriage details such as venue, date and time).
3. Download 'Solemnizer Consent Form' and obtain his/her signed consent (this can be done via meeting or fax).
4. 'File Notice of Marriage' at www.rom.gov.sg. During filing, you will need to submit the following details:
 - Bride and Groom's NRIC No. / Passport No.
 - 2 witnesses' NRIC No. / Passport No.
 - Solemnizer's name, licence number, date, time and venue of solemnisation
 - Credit Card Details
5. At the end of filing, print and read the 'Filing Instructions'. **To have a licence issued for solemnization**, please go to the ROM on the day/time allotted (usually 3 to 4 days before solemnisation) for Statutory Declaration, verification of documents and collection of marriage documents.

在婚姻注册局外举行典礼所应具备的步骤:

- 1) 首先, 上我们的网站 www.rom.gov.sg 寻找注册官的名单 (List of Licensed Solemnizers) 与他联络.
- 2) 邀请其中任何一位当你的婚姻注册官, 并经过他的同意, 告诉他你的结婚细节 (如: 日期, 时间和地点)。
- 3) 下载注册官的同意书 (**Solemnizer's Consent form**) 之后, 安排与你的注册官会面, 并让他签下同意书。
- 4) 上网站 www.rom.gov.sg 提出申请前, 应具备以下的资料:
 - 新人的详情如名字, 登记号码或户照号码
 - 两位证婚人的名字, 登记号码或户照号码
 - 婚姻注册官的同意书
 - 信用卡
- 5) 手续办完后, 记得打印一份正式的注册章呈 (**Filing Instructions**). 依照所指定的日子和时间, 前往婚姻注册局办理注册手续。