

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

Date: _____

Dear _____ (licensed Solemnizer)

- We cordially invite you to solemnize our marriage on _____(date) at _____(time)
_____. (full address of venue)
- Our details are given below:

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

- We will file our notice of marriage with ROM to give the required notice period of at least 21 days. (For example, if we file a notice on 1 June, the earliest that we can marry is on 23 June)
(Note: Link to file notice - https://www.rom.gov.sg/efile/file_notice_marriage_step1a.asp).
(Note: Information to register a civil marriage can be found at ROM website at www.rom.gov.sg)
- 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 Licenced Solemnizer)**

Dear Groom and Bride

Heartiest Congratulations! I am pleased to accept your invitation. Please call me to re-confirm our appointment at least **3 working days before the 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 Licenced Solemnizer: _____

Date: _____

Do Not Fax. This Form is to be handed over by the couple to ROM on the day of collection of documents.

Acknowledgement of Marriage Certificates collected

Steps to Getting Married at Venue Outside ROM

1. Go to ROM website at www.rom.gov.sg to view the ‘[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 and Print the “INVITATION TO SOLEMNIZE A MARRIAGE” form (also known as ‘Solemnizer Consent Form’) and make arrangements directly with him/her to sign the form.
4. Go to ROM website to the required ‘[File Notice of Marriage](#)’. During filing, you will need to submit the following details:
 - Bride and Groom’s NRIC No. (Singapore Citizen & PR) / Passport No. (Foreigner)
 - 2 witnesses’ NRIC No. / Passport No.
 - Date, time, venue of solemnization and Solemnizer’s name & licence number
 - Credit Card Details for fee payment
5. At the end of filing, read and print the ‘Summary of Notice of Marriage’. **To have a marriage licence issued for your solemnization**, you will need to go to the ROM on the appointment date given (usually 1 to 14 working days before solemnization) for verification of documents, statutory declaration 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 (**Summary of Notice of Marriage**)。依照所指定的日子和时间，前往婚姻注册局办理注册手续。