



*Our Marriage Vows - I promise to love you,  
honour you, comfort you and keep you  
in sickness and in health and be faithful  
to you so long as we both shall live.*



# *Registering Your Civil Marriage*

*This is a general checklist for couples  
aged 21 years & above*



More Information can be found at ROM website at [www.rom.gov.sg](http://www.rom.gov.sg)



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## STEP 1 – FILE NOTICE OF YOUR INTENDED MARRIAGE

	Things To Do	Checked
<p><b>Preparations</b></p>	<p><b>Decide on :</b></p> <ul style="list-style-type: none"> <li>● Solemnization Date / Time (Remember to give at least 21 days of notice to ROM)</li> <li>● Solemnization Venue</li> <li>● Licensed Solemnizer (LS)               <ul style="list-style-type: none"> <li>- Invite LS for solemnization at venue outside ROM</li> <li>- List of LS is available at <a href="http://www.rom.gov.sg">www.rom.gov.sg</a></li> </ul> </li> <li>● 2 witnesses to the marriage</li> </ul> <p><b>NOTE :</b></p> <ul style="list-style-type: none"> <li>- Meet your LS to get his consent to solemnize your marriage by signing “Invitation to Solemnize a Marriage” form. Discuss your solemnization plans with your LS.</li> </ul>	<p style="text-align: center;"> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/> </p>
<p><b>Prepare Documents</b></p>	<p><b>Documents needed to file notice of marriage:</b></p> <ul style="list-style-type: none"> <li>● NRIC details (SC/SPR); or Passport details (foreigner)               <ul style="list-style-type: none"> <li>- Groom &amp; Bride</li> <li>- 2 Witnesses</li> </ul> </li> <li>● “Invitation to Solemnize a Marriage” form signed by LS (for solemnization at venue outside ROM)</li> <li>● Credit Card – fee payment for notices filed online; or NETS / Cashcard – fee payment for notices filed at ROM e-Kiosk</li> </ul>	<p style="text-align: center;"> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/> </p>
<p><b>File Notice of Your Intended Marriage</b></p>	<p><b>e-File your notice of marriage:</b></p> <ul style="list-style-type: none"> <li>● Go to <a href="http://www.rom.gov.sg">www.rom.gov.sg</a> to file your notice online. (If you need to be assisted on e-Services, you can approach any of the CCCs nearest to you or go to the e-Kiosks at ROM)</li> <li>● Print a copy of the Filing Instructions upon completion.</li> <li>● Take note of <b>Appointment Date</b> to go to ROM to verify documents and perform statutory declaration.</li> </ul>	<p style="text-align: center;"> <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/> </p>

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## STEP 2 – VERIFICATION OF DOCUMENTS / STATUTORY DECLARATION

	Things To Note	Checked
<b>Verification of Documents &amp; Statutory Declaration (VD/SD)</b>	<p><b>On Appointment Date for VD/SD at ROM</b></p> <ul style="list-style-type: none"> <li>• Who needs to be present? Groom &amp; Bride</li> <li>• Documents to bring along:               <ul style="list-style-type: none"> <li>➢ Filing Instruction</li> <li>➢ For Groom and Bride - Original NRIC (SC/SPR); or - Original Passport (foreigner)</li> <li>➢ Signed “Invitation to Solemnize a Marriage” form</li> <li>➢ For 2 witnesses - Photocopy of NRIC (SC/SPR); or - Photocopy of Passport (foreigner)</li> <li>➢ Divorce paper (if applicable)</li> <li>➢ Death certificate of late spouse (if applicable)</li> </ul> </li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
	<p><b>For solemnization at venue outside ROM</b></p> <p>- <b>Collect the following documents from ROM</b></p> <ul style="list-style-type: none"> <li>• “Confirmation of Marriage Licence Issued”</li> <li>• Certificate of Marriage</li> <li>• Marriage folder and checklist</li> </ul> <p><b>NOTE :</b></p> <ul style="list-style-type: none"> <li>- ROM will advise when these documents can be collected</li> <li>- Call your LS to inform that documents have been collected</li> <li>- Remind your LS of the solemnization date, time and venue.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

