

# *Marriage Processes via Video Link*

**Guide  
For Couples  
who have not filed a  
Notice of Marriage**

# Overview of Marriage Processes via Video Link

## TEMPORARY MEASURES

FOR

## SOLEMNIZATION AND REGISTRATION OF MARRIAGES

AT A GLANCE

1



### FILE NOTICE OF MARRIAGE

- File a notice of marriage on the ROM website
- Complete self-check eligibility for VD/SD<sup>1</sup> and Solemnization via video link
- If eligible, select the option for virtual processes and complete filing
- Receive confirmation of VD/SD and Solemnization dates within 3 working days of filing your notice of marriage

FILING COMPLETED

2



### UPON CONFIRMATION OF DATES FOR VD/SD AND SOLEMNIZATION VIA VIDEO LINK

- Receive pre-filled VD/SD documents and a video link before appointment date
- On day of appointment, click on the video link to begin VD/SD with the Commissioner of Oaths. Both bride and groom are to prepare the following:
  - Form A (sent by ROM)
  - NRIC
  - Document showing Licensed Solemnizer's consent
  - Copy/ photo of both witnesses' identity document (i.e. NRIC or passport)
  - Other supporting local documents (e.g. divorce certificate, death certificate of ex-spouse)

*Note: Only locally-issued documents can be verified via video link. If you have foreign-issued documents, we will arrange for you to come to ROM in person for the verification of these documents (after the Circuit Breaker period), before your solemnization can proceed*

VD/SD COMPLETED

3



### UPON COMPLETION OF VD/SD VIA VIDEO LINK

- Bride, groom and 2 witnesses will each receive a copy of the unsigned **white** CoM<sup>2</sup> and solemnization video link after the VD/SD has been completed
- On day of appointment, click on the video link to begin your solemnization. All parties to prepare relevant identity documents
- All parties to mail their signed copy of the **white** CoM to ROM using the provided pre-paid envelope by the next day

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### CONGRATULATIONS! YOU ARE MARRIED!

Bride will receive a **coloured** marriage certificate from ROM

4



#### Footnote

<sup>1</sup>VD/SD - Verification of Documents and Statutory Declarations

<sup>2</sup>CoM - Certificate of Marriage



# Eligibility

## Verification of Documents / Statutory Declaration (VD/SD) via Video Link

### **Bride and Groom must:**

- ❖ Both be Singapore Citizens or Permanent Residents
- ❖ Only have Singapore-issued documents, including identification documents (NRIC only), divorce certificate (if applicable), or death certificate of ex-spouse (if applicable)
- ❖ Be physically in Singapore
- ❖ Be above 21 years old at the point of solemnization
- ❖ Have a valid notice of marriage filed at least 21 days before intended date of solemnization.

*Note: Couples who are not eligible for VD/SD via video link can still undergo VD/SD in person at ROM, after 1 June 2020, subject to MOH's directives and safe distancing measures at that point in time. ROM will contact you on the appointment date for your VD/SD.*

### **Technical Requirements**

#### **Bride and Groom must :**

- ❖ Have internet access
- ❖ Have an internet-enabled device (e.g. laptop or tablet) with access to a web camera
- ❖ Download the Cisco WebEx application and any other video conferencing platform, as required by your solemnizer
- ❖ Must be able to log in to their respective SingPass accounts

# Eligibility

## Solemnization via Video Link

- ❖ At least one party must be a Singapore Citizen or Permanent Resident
- ❖ The bride, groom and the 2 witnesses must be physically in Singapore
- ❖ Both bride and groom must be above 21 years old at the point of solemnization
- ❖ Couple must have completed VD/SD, either via video link or in person at ROM
- ❖ Couple must have a valid notice of marriage filed at least 21 days before intended date of solemnization.

### **Technical Requirements**

Bride, Groom and the 2 witnesses must :

- ❖ All have internet access
- ❖ Have their own internet-enabled device (e.g. laptop or tablet) with access to a web camera
- ❖ Access to video conferencing platform, as required by your solemnizer

# *How to Opt for Video Link Processes*

If you meet the eligibility criteria and requirements, & would like to opt for your VD/SD and/or solemnization via video link, please:

1

**File a notice of marriage** on ROM's website ([www.rom.gov.sg](http://www.rom.gov.sg))

2

Click on "**Check Eligibility**" to do a self-assessment on your eligibility before clicking on the checkbox to select VD/SD and/or solemnization via video link

3

**Complete filing** of your notice of marriage

Upon receiving your notice of marriage, ROM will:

- ❖ Assess your eligibility for VD/SD/solemnization via video link
- ❖ Confirm VD/SD appointment/solemnization date with you within 3 working days, if eligible
- ❖ Where only solemnization via video-link is applicable, ROM will inform you on the in-person VD/SD appointment date (appointment after 1 June)

# *VD/SD Appointment via Video Link*

## **Before your appointment**

### **Technical requirements**

- Ensure that you have internet access and a working video-conferencing device (e.g. laptop with web camera or tablet)
- Ensure that your microphone and speakers are working
- Ensure that you can log in to your SingPass account
- Download the Cisco Webex application into your video-conferencing device

### **Documents to Prepare**

- If you have an e-signing software (Adobe Acrobat Fill and Sign, Eversign, Docusign), download a copy of the Form A that will be emailed to you.
- If you do not have an e-signing software, print out the Form A that will be emailed to you
- Identity documents of both bride and groom (must be Singapore-issued)
- Final divorce certificate (if applicable)
- Death certificate of ex-spouse (if applicable)
- Licensed Solemnizer's consent (if applicable)

The bride and groom can be in the same location if they belong to the same household. However, please note that in line with the safe distancing measures, if the bride and groom are from different households, they should remain in their respective households for the VD/SD appointment.

# *VD/SD Appointment via Video Link*

## **During the appointment**

- At the time of your appointment, click on the meeting link that will be sent to you, to join the meeting hosted by the ROM officer who is also a Commissioner for Oaths.
- The officer will verify both your identities. You will need to show your Singapore Pink or Blue NRICs
- You will need to verify and attest to the details on Form A in the presence of the ROM officer
- You will both do a statutory declaration
- If you are signing via an e-signing software, your signature must be an image of your actual signature. Otherwise, you can print out and sign on the hard copy form.
- After signing the Form A (softcopy or hardcopy), you will need to upload a copy of the form and other supporting documents shown during VD/SD to [go.gov.sg/romsd](https://go.gov.sg/romsd). Both the bride and the groom will need to log in to your respective SingPass accounts for this.
- Upon receipt of all documents, ROM will email and mail a copy of your marriage documents to the bride, groom, 2 witnesses and Licensed Solemnizer (if applicable)

# *Solemnization via Video Link*

## **Before your solemnization**

### **Technical requirements**

- Ensure that the bride, groom and 2 witnesses have internet access and a working video-conferencing device (e.g. laptop with web camera or tablet). If you are in the same venue, you can share the device.
- Ensure that the bride, groom and 2 witnesses have the Cisco Webex application in your video-conferencing device. If an external Licensed Solemnizer is solemnizing your wedding, please check with him/her on the application that you will be using.
- Ensure that the microphone and speakers are working for the bride, groom and 2 witnesses
- You may wish to share the video link with your family/friends (up to a max of 20 links)

### **Documents to Prepare**

- Identity documents of the bride, groom and 2 witnesses (NRIC or passport)
- The entry copy (white copy) of the marriage certificate sent to the bride, groom and 2 witnesses. All parties would also have received a copy via email.

The bride, groom and the 2 witnesses can be in the same location if they belong to the same household. However, please note that in line with the safe distancing measures, people from different households should not gather for the solemnization..



# *Solemnization via Video Link*

## **During the appointment**

- At the time of your appointment, click on the meeting link that will be sent to you, to join the meeting hosted by the Solemnizer
- The Solemnizer will verify the identities of all parties before commencing the solemnization ceremony and exchange of vows
- Bride, groom and 2 witnesses to sign their respective white copies of the marriage certificate (Solemnizer will guide you on this)
- Upon completion of the ceremony, bride, groom and 2 witnesses to email their copies (scanned or JPEG) of the signed marriage certificate to ROM at [MSF\\_ROM\\_SOL@msf.gov.sg](mailto:MSF_ROM_SOL@msf.gov.sg)
- Bride, groom and 2 witnesses to send their original signed copies of the marriage certificate (white copy) to ROM using the self-addressed envelope provided.
- Upon receipt of all copies, ROM will mail the Marriage Certificate (coloured copy) to the bride.