



## **Revenue Department**

Fees, Procedure and Document Checklist

for

### **MarriageCertificate**

registered under Special Marriage Act 1954,  
in Maharashtra

## Procedure to apply for Marriage Certificate in Maharashtra

### About Online Notice:

Marriage Types:

1. Special Marriage: The parties intending to solemnize marriage under Special Marriage Act.
2. Form 16 Marriage: The parties (already married) intending to register marriage under Special Marriage Act.

The parties intending to solemnize marriage under Special Marriage Act have to furnish notice to the concerned Marriage Officer before 30 days of the intended marriage. Or, The parties (already married) intending to register their marriage under Special Marriage Act have to furnish application to the concerned Marriage Officer, residing within the district of the Marriage Officer for a period of not less than thirty days immediately preceding the date on which the application is made for the said marriage.

The application: <https://mregigr.maharashtra.gov.in/autonoticepublic> provides facility to such parties to submit the notice/application and documents without physically visiting the concerned marriage office. This facility is limited for submission of the notice/application. The marriage will be solemnized/registered before the Marriage Officer.

This facility can be availed only if the bride/wife & groom/husband have Aadhaar number and ready to give their consent for verification of their identity with the Aadhaar system (UIDA).

### Application flow:

#### For parties to the intended marriage

1. For New Entry in the Public Data Entry system, select district, marriage office and create password
2. Login into the system using credentials created
3. Enter the data of Groom/Husband and upload documents
4. Enter the data of Bride/Wife and upload documents
5. Capture photo of Bride/Wife and Groom/Husband
6. Capture thumb impression of Bride/Wife and Groom/Husband
7. Verification with Aadhar system (UID verification) for Bride/Wife and Groom/Husband
8. Uploading of Age proof and Residence proof
9. Preview of Notice/Application summary
10. Submit Notice/Application details
11. Notice summary generated with reference number

12. Applicant can check status by using the notice/application reference number.

Marriage Officer

1. Ensure that the data, photos and thumb images are proper
2. Ensure that the identity is verified with Aadhar system
3. Ensure that the details are consistent with the uploaded proofs,
4. Mark aquery, if any
5. If found complete in every aspect, accept the notice/application in principal and instruct for making payment of notice/application fee

Parties to the intended marriage

1. If queried, use the 'modify entry' and modify accordingly and resubmit notice/application
2. If instructed for payment, make online payment of notice/application fee

Marriage Officer

Verify the payment, acknowledge it and issue digitally signed receipt

Parties to the intended marriage

1. Download the receipt
2. If required, parties can request for visit of Marriage Officer for solemnization of marriage for place of visit other than the Marriage Office
3. Go to Marriage Office (or place of visit, if any) for solemnization of marriage after 30 days from the date of receipt
4. After solemnization of marriage, collect the marriage certificate by paying fees to the Marriage Officer

*\*All these activities (apart from solemnization of marriage and non-availability of the compatible hardware for capturing fingerprint) can be performed from anywhere anytime, without going physically to Marriage Office.*

*Hardware/Software requirement:*

1. *Biometric Device- Secugen Hamster Pro20 (Thumb Scanner)*
2. *Webcam*
3. *Any Browser preferably Internet Explorer 9 & above, Google Chrome, Mozilla Firefox*

## **Fees Payable for Marriage Certificate under Special Marriage Act 1954, in Maharashtra**

- For application of marriage registration under Special Marriage Act 1954: INR 100
- For solemnization of marriage at Marriage Registrar Office: INR 150
- For solemnization of marriage at any other venue than Marriage Registrar Office: INR 1000
- For marriage certificate: INR 25