

Common Marriage Registrations - Furnishing of application using web service

General Information

1. Under the Kerala Registration of Marriages (common) Rules 2008, registration of marriages became mandatory, for the marriages which was solemnized since 29.02.2008. Accordingly all the Grama Panchayats, Municipalities, Corporations and Kannur Cantonment are designated as registration units and are carrying out registration as per the said rules
2. Marriages are to be registered in the respective Grama Panchayat, Municipality or Corporation where the marriage is solemnised. For this purpose, the parties to a marriage shall prepare a memorandum in duplicate in **FORM I** and submit the same to the concerned local body along with one set of photograph of wife and husband with the prescribed fee of ten rupees for BPL, SC/ST and one hundred for others. The memorandum should be signed by both parties to the marriage along with two persons as witnesses. The form should be accompanied by copy of the certificate to prove age, marriage solemnisation etc.
3. If the application is submitted after 45 days of solemnisation and within one year of marriage, a certificate in **Form II** with a fine of rupees one hundred should also be remitted. If submitted after one year, the application should be accompanied by a fine of rupees two hundred and fifty. In cases of delayed applications submitted after one year of solemnisation, the registration will be done only after getting condonation from Registrar General (Deputy Director of Panchayat) of the concerned District.
4. The following Documents are to be submitted along with **Form 1**:-
 1. Attested copy of the certificate to prove age of husband
 2. Attested copy of the certificate to prove age of wife
 3. Copy of the certificate from auditorium or marriage place / religious authority concerned or a declaration in form II from a MP/MLA/Gazetted officer/ Member of Local Self Government Institution, regarding solemnization of marriages.
 4. Marriage invitation letter (optional)
 5. **Form 2** certified by a Gazetted officer or elected representatives or any other proof of solemnisation of marriage to the satisfaction of Local Registrar/Registrar General in case of delayed applications
 6. For age proof documents such as SSLC book, driving license, Passport, School admission register, or other records issued by Government will be accepted.
5. The husband and wife should appear personally before the Registrar and sign in the marriage Register. A fee of Rupees 10 is to be paid for getting marriage certificate

6. The present process of marriage registration is time consuming, as the registration officials have to enter all the required details in form 1 electronically. (Form III register manually where no electronic registration is done)
7. To ease out the time consuming process, Information Kerala Mission had developed a module in the Civil Registration (Common Marriage) application software for e-furnishing application of marriage registration form (Form I) under common marriage rules.
8. By utilising this facility, an electronic copy of **Form 1** can be submitted through web alongwith uploaded scanned photos for registration of marriages under the Kerala Registration of Marriages (common) Rules 2008.
9. This can be done only in the Local bodies where the following facilities are available :-
 Registration under Common Marriage rules are carried out using Sevana Civil Registration (Common Marriage) application software.
 Local bodies established KSWAN or BSNL-VPN connectivity.
 Birth, Death and Marriage data is maintained, uploaded and updated regularly to the State Data Centre.
 The local bodies who have updated the Masters.

The process of e-furnishing of memorandum for registration of common marriage.

1. Log on to www.cr.lsgkerala.gov.in and navigate to common marriage - online application.
2. Select the District and Local body and press submit button.
3. A log in screen will be displayed for registering user name (email -id) and password .For the first time operation one has to select New Login. If already registered they can directly key in their username and password. Units like Akshaya Centre, Internet Cafes need to do one time registration.
4. In the Combo box provide informant name, e-mail id (this id is to be used as the user name for future login) and a password (it need not be the password of email id) . Phone numbers can be furnished there.
5. On completion of the log on registration formalities, the user will receive data entry screen for **Form 1**.
6. Data entry should be done as per details required in the form. All fields are mandatory. For place of marriage a combo selection is provided by including all marriage places/Mandapams in a Master. If the place of marriage is not seen in the master, select others where details can be entered in a text box. **Post office and pin code is compulsory in address fields.** As regards Post offices in Kerala a Master is provided for combo selection. The custom followed for marriage can also be selected, details of documents for proof of custom followed, age etc may also be furnished .
7. The photos of husband and wife should be scanned and uploaded (Crop to suit the size)

8. The form along with the scanned photos of husband and wife will be saved to the data centre and uploaded by pressing the submit button.
9. On successful submission, the **Form I** can be generated for verification, which can be edited if required. The reference number of the form is printed on the top left hand corner. If one is making any correction, resubmit the form for updating the correction.
10. Print out of this form should be taken and submitted in the concerned local body duly signed by all concerned.
11. The husband and wife should file this application in person along with required fee in the concerned local body where the marriage is solemnized.
12. The concerned official of local body will download the application from web, incorporate inward number and fee payment details, verify the particulars with the documents furnished, make correction if necessary, take a print out in **Form III**, get it signed by husband and wife. This will complete the registration process as per rule applications given with in one year. For applications applied after one year of solemnisation registration will be done only after getting the delay condoned from the authorised authority.
13. The web based data entry form can be done even before date of marriage but the application can be submitted only after solemnisation of marriage.
14. Using the user name (e-mail id) and password used for login, the data can be accessed and edited till it is downloaded by the registration unit.
15. In case of delayed application, the registration officials will forward the application along with the **Form II** and other mandatory enclosures to the concerned Registrar General for condoning the delay.

Important Notice

The e-furnishing of data will not be considered as the statutory filing of memorandum for marriage registration as prescribed in the rule.

As per the existing rule, the husband and wife should appear before the registrar for signing for registration of the marriage.