USER MANUAL SPECIAL MARRIAGE REGISTRATION

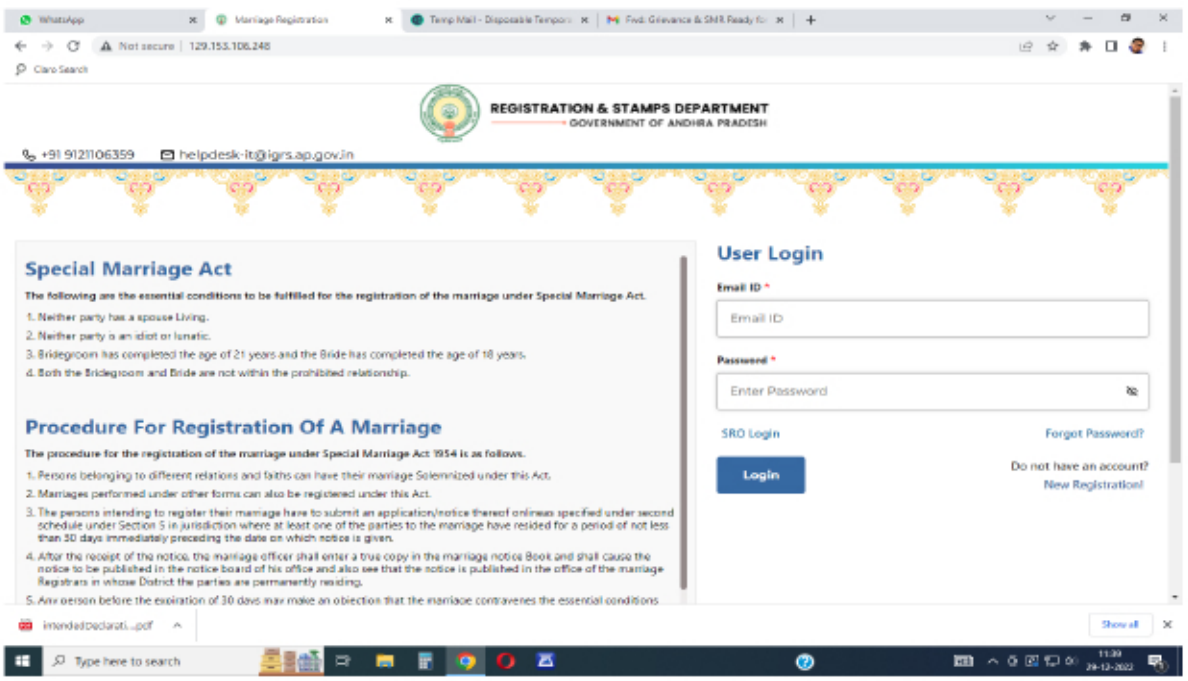
(Registration Made Easy)

GOVERNMENT OF ANDHRA PRADESH REGISTRATION AND STAMPSDEPARTMENT VIJAYAWADA 2022

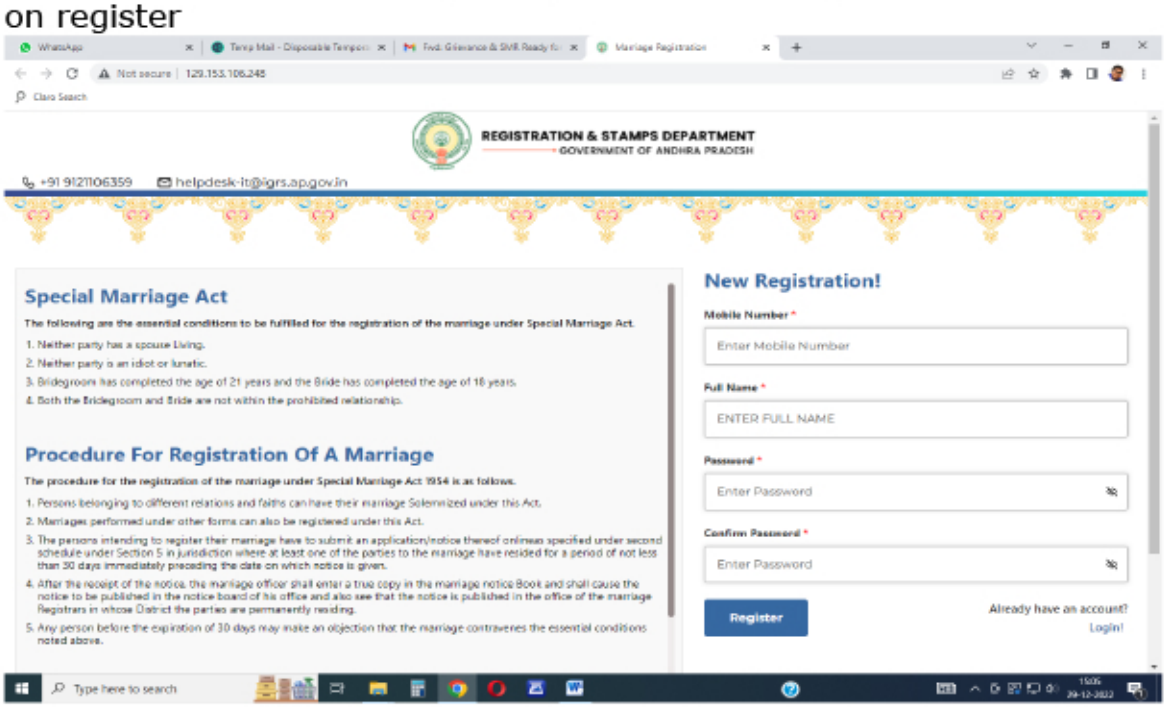
USER SIDE

- **The link to the Special marriage registration is available in department website http://registration.ap.gov.in/**

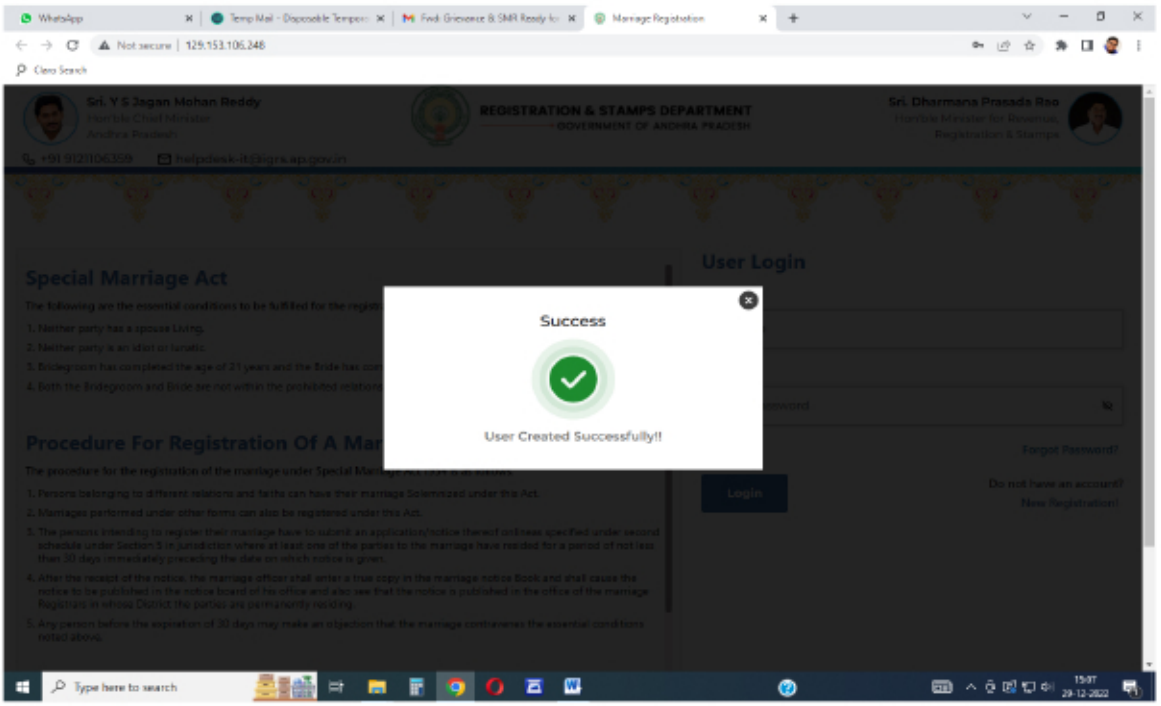
This is the home screen which user can view after clicking on the link
If existing user, login with email and password else click on the "NEW USER" to register



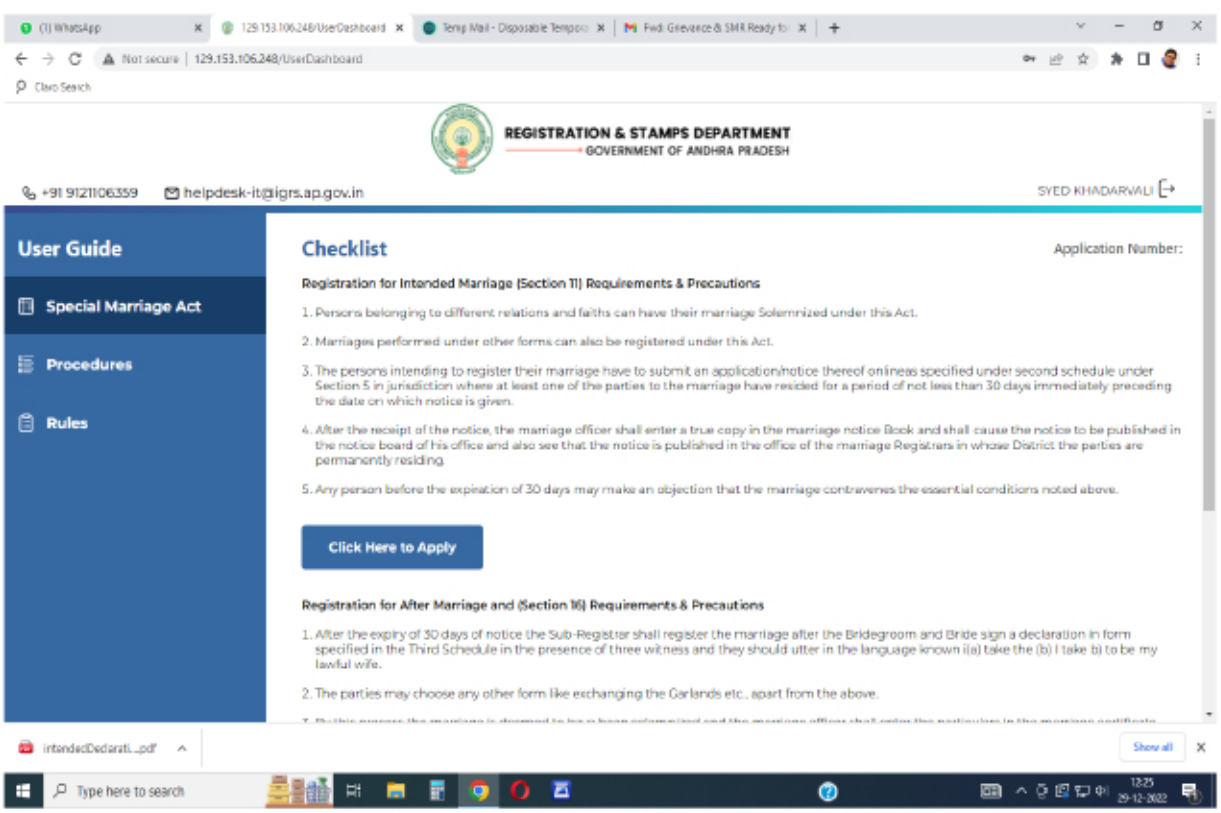
- Enter the details Full Name, Email, Mobile Number, Password and click on register



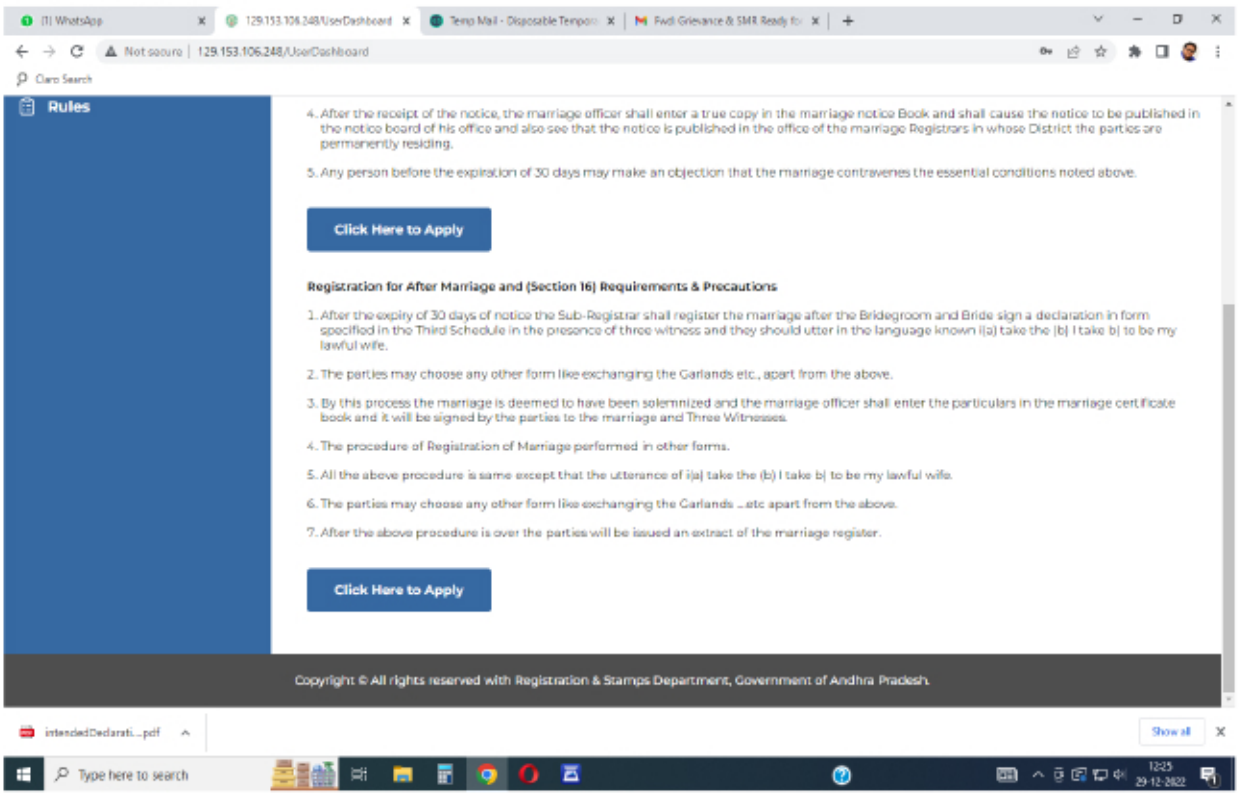
- After successful registration user can view the following message on the screen as shown



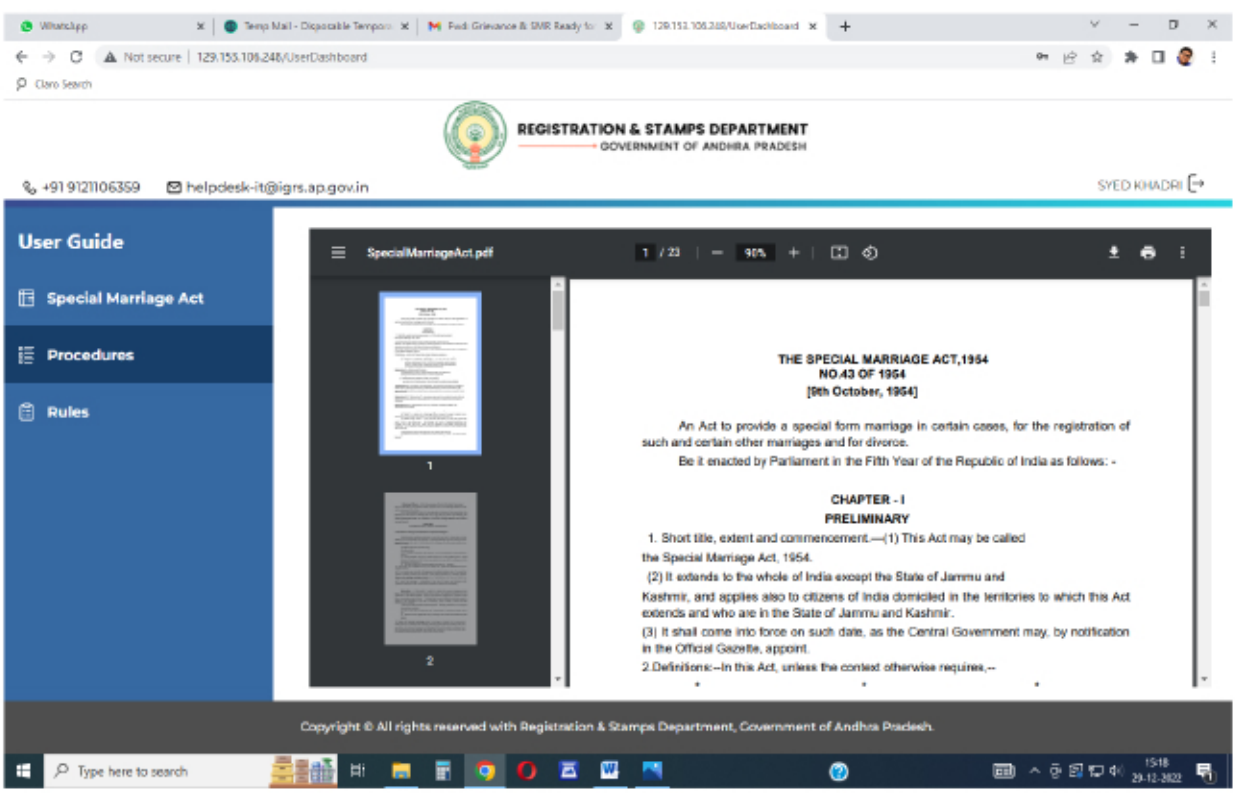
- After successful login user can view the following screen where he can find Hindu Marriage Registration Act, Procedures, Rules



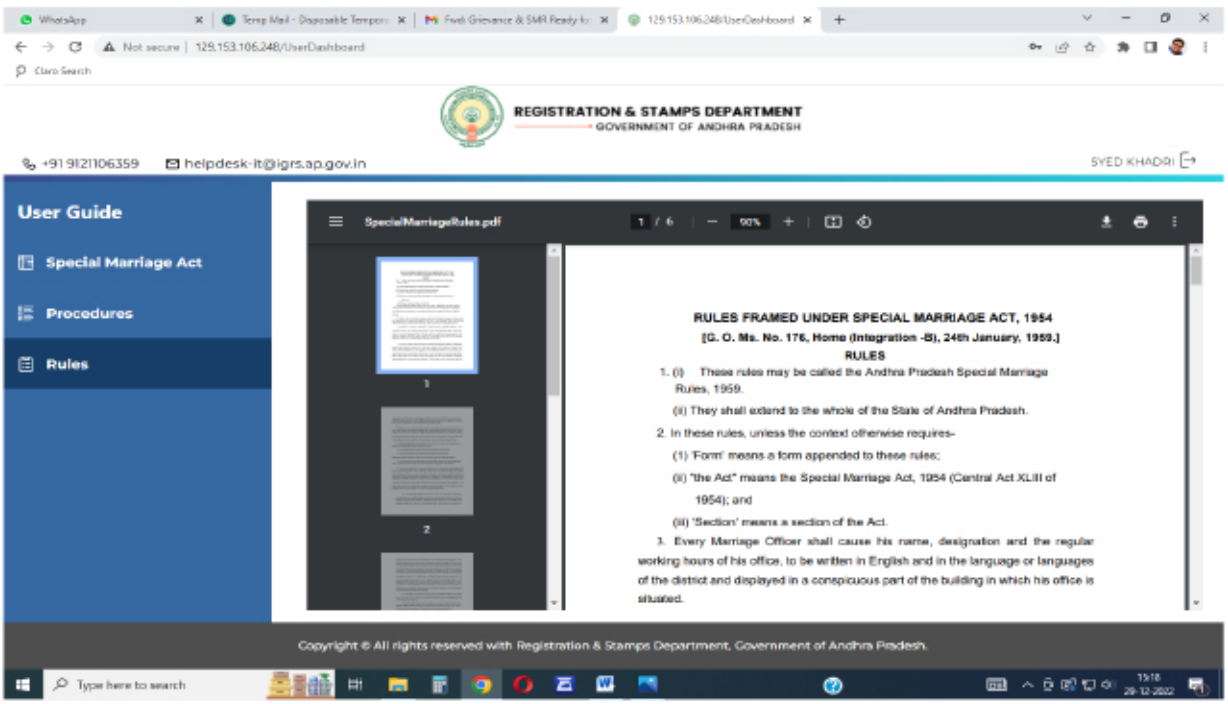
- By Clicking on the Special Marriage Act, user can view Registration for
  1.Intended Marriage (Section 11) Requirements & Precautions
  2.Registration for After Marriage and (Section 16) Requirements & Precautions



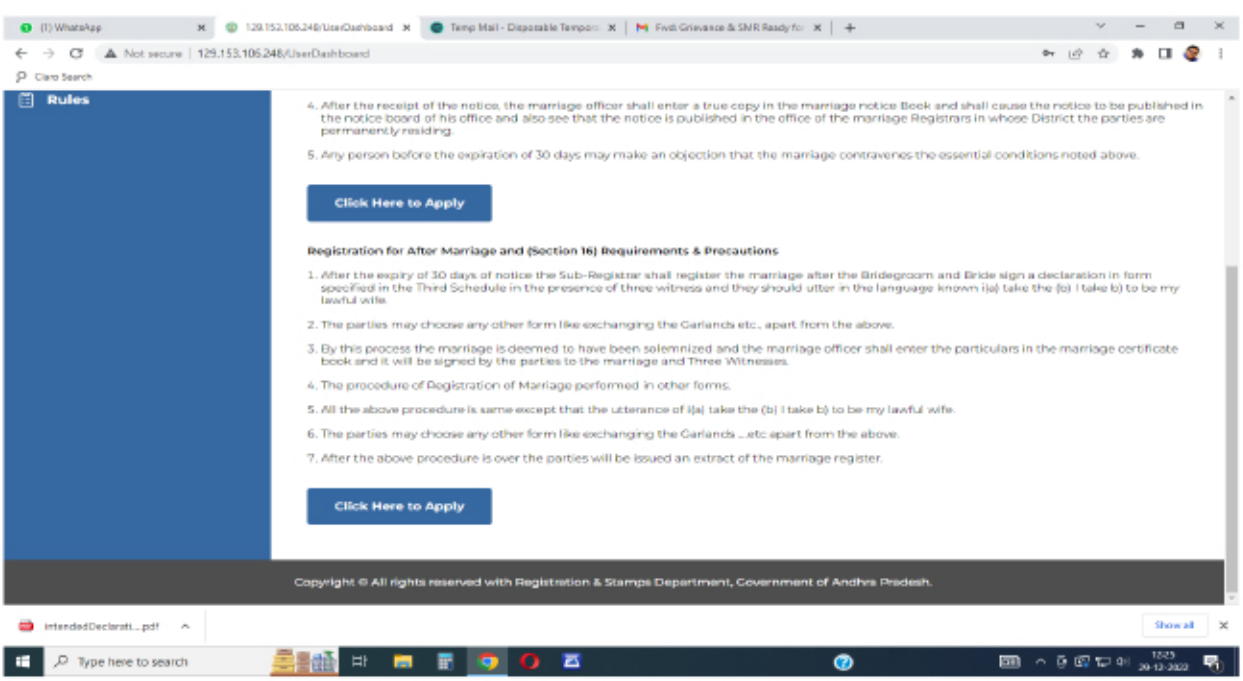
- By Clicking on the Procedures, user can view a document of 23 pages to read, even he can download the document and take a print



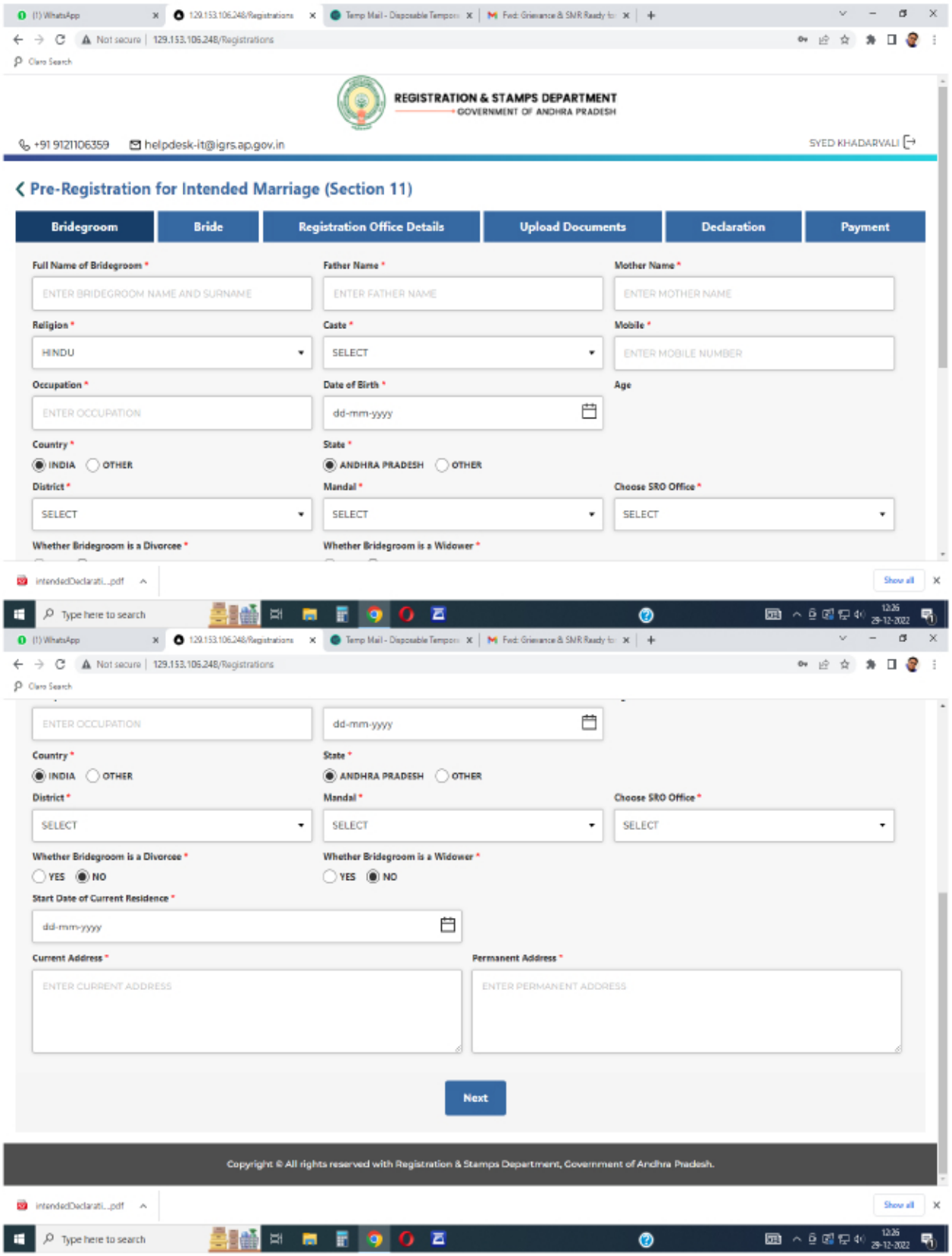
- By Clicking on the rules, user can view a document of 6 pages to read, even he can download the document and take a print

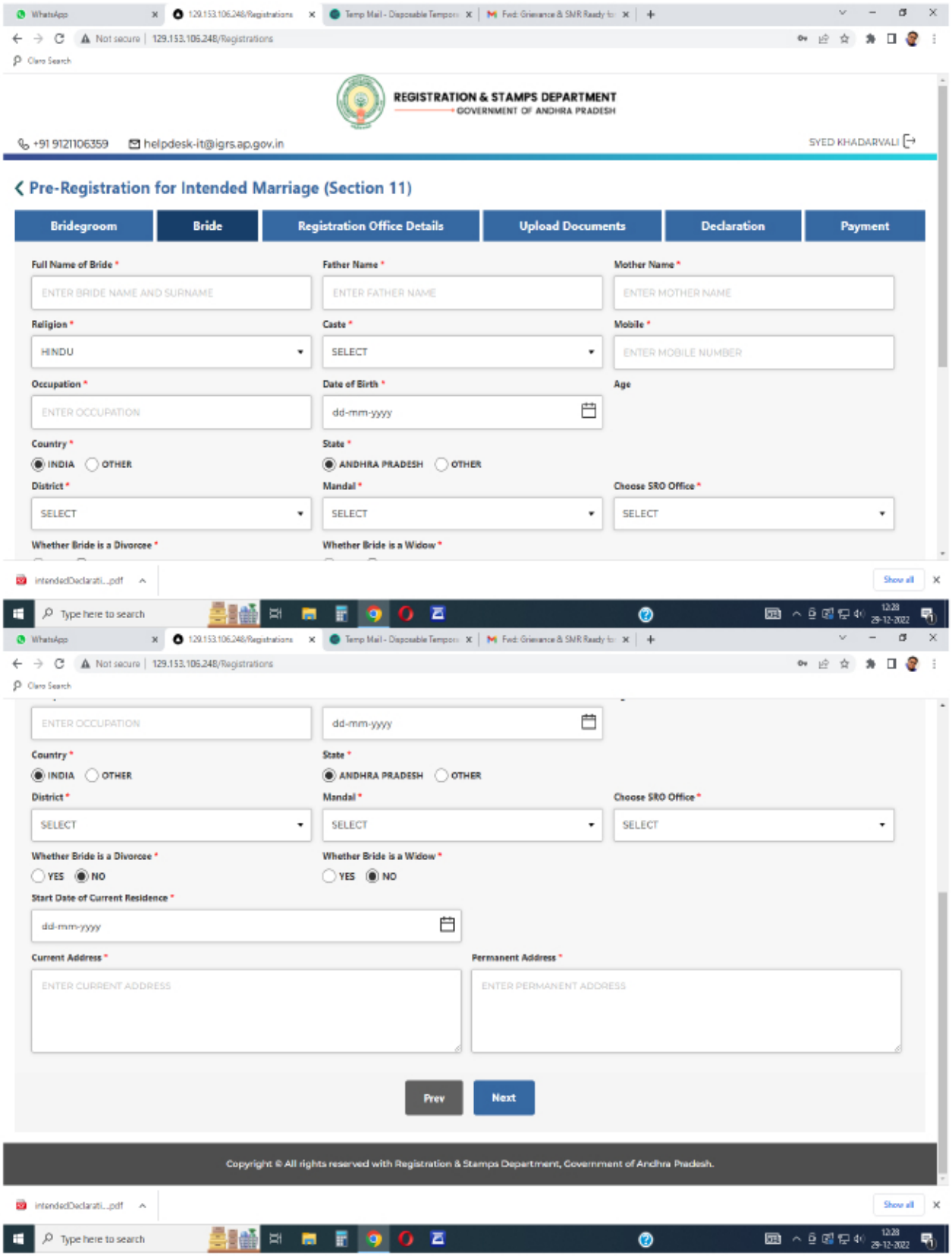


- After Careful reading of Special Marriage Act, Rules, Procedures, user now has to click on Click here to Apply, on one of the option either Intended Marriage or After Marriage which is relevant to user



- After click on the apply user can find the screen below with a form of details of Bride, Bridegroom and Registration Office Details has to be entered




REGISTRATION & STAMPS DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH
+91 9121106359
helpdesk-it@igrs.ap.gov.in
SYED KHADARVALI
Pre-Registration for Intended Marriage (Section 11)
Bridegroom
Bride
Registration Office Details
Upload Documents
Declaration
Payment
Full Name of Bride *
ENTER BRIDE NAME AND SURNAME
Father Name *
ENTER FATHER NAME
Mother Name *
ENTER MOTHER NAME
Religion *
HINDU
Caste *
SELECT
Mobile *
ENTER MOBILE NUMBER
Occupation *
ENTER OCCUPATION
Date of Birth *
dd-mm-yyyy
Age
Country *
INDIA
OTHER
State *
ANDHRA PRADESH
OTHER
District *
SELECT
Mandal *
SELECT
Choose SRO Office *
SELECT
Whether Bride is a Divorcee *
Whether Bride is a Widow *
Start Date of Current Residence *
Current Address *
ENTER CURRENT ADDRESS
Permanent Address *
ENTER PERMANENT ADDRESS
Prev
Next
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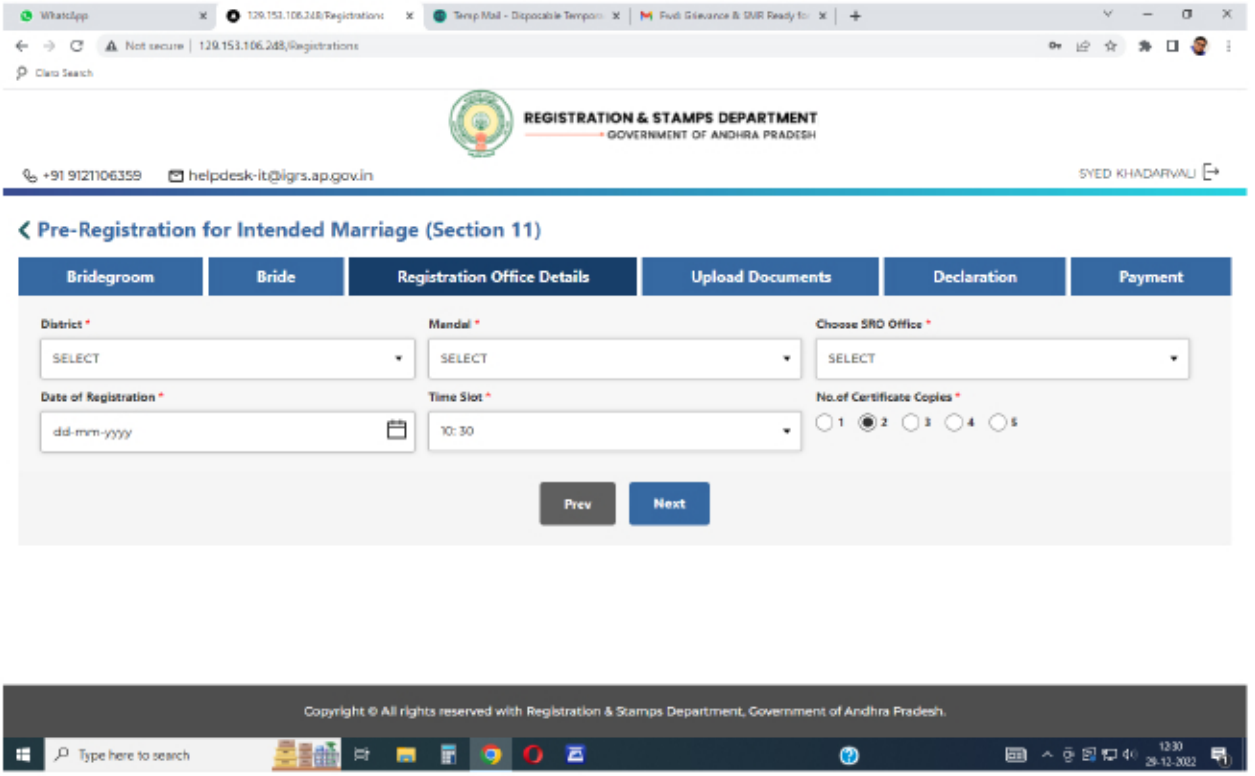
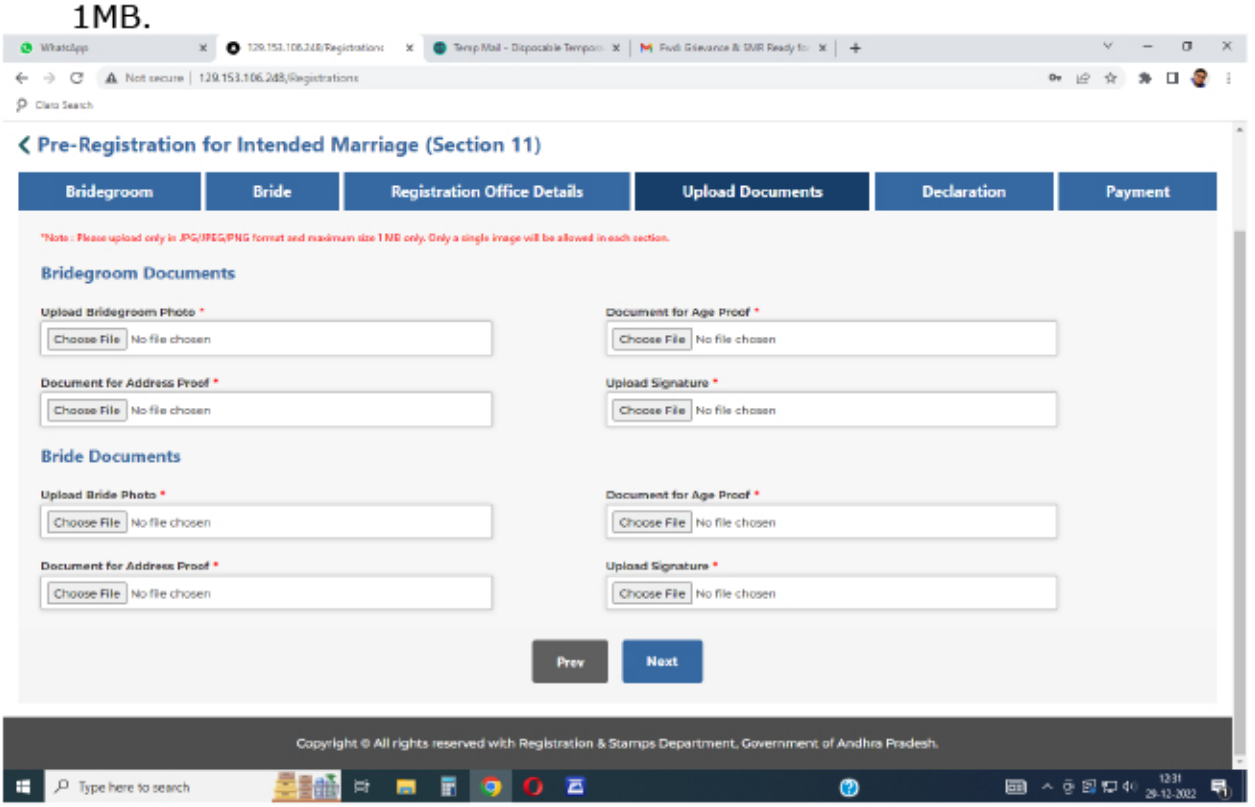
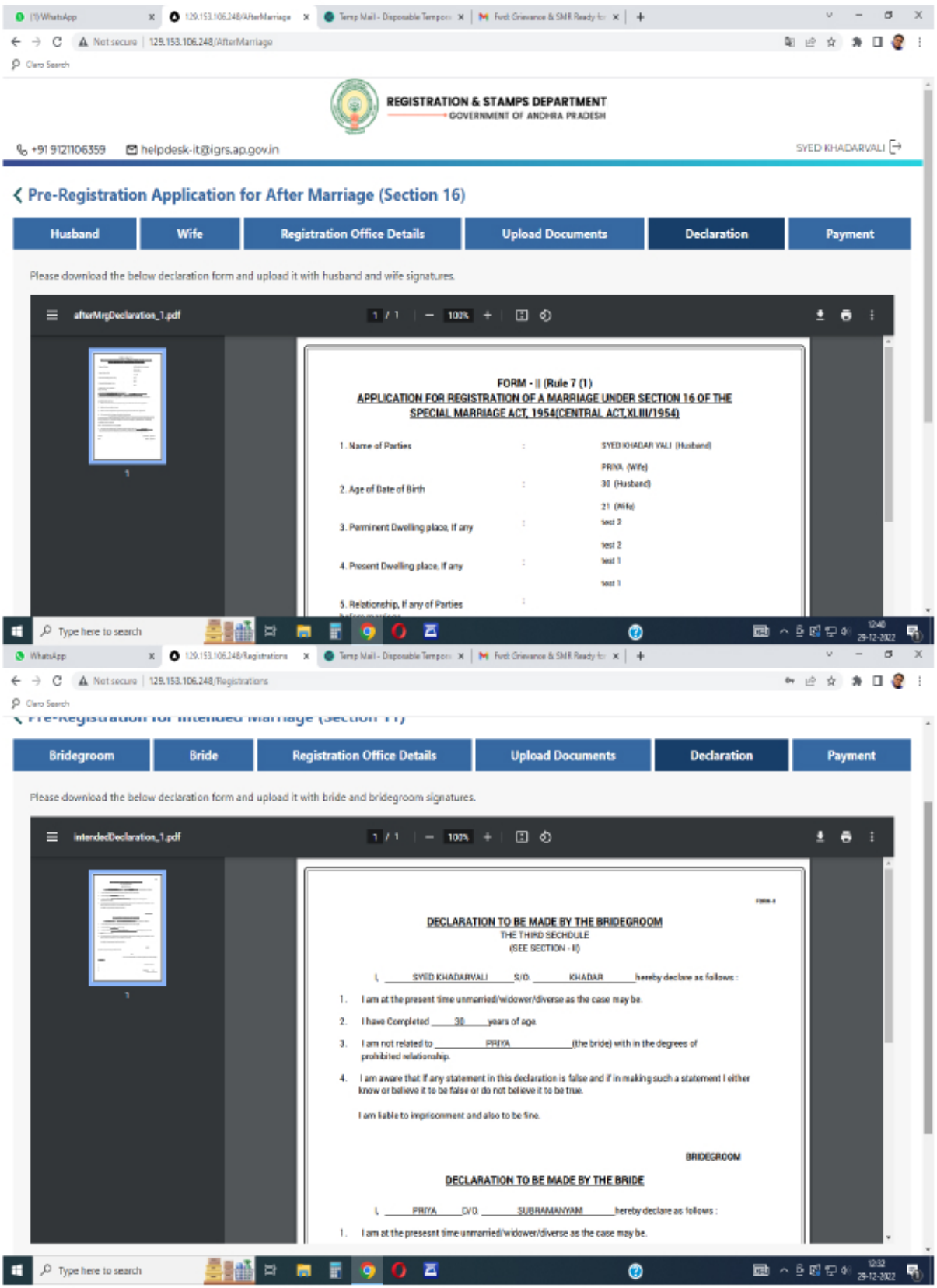
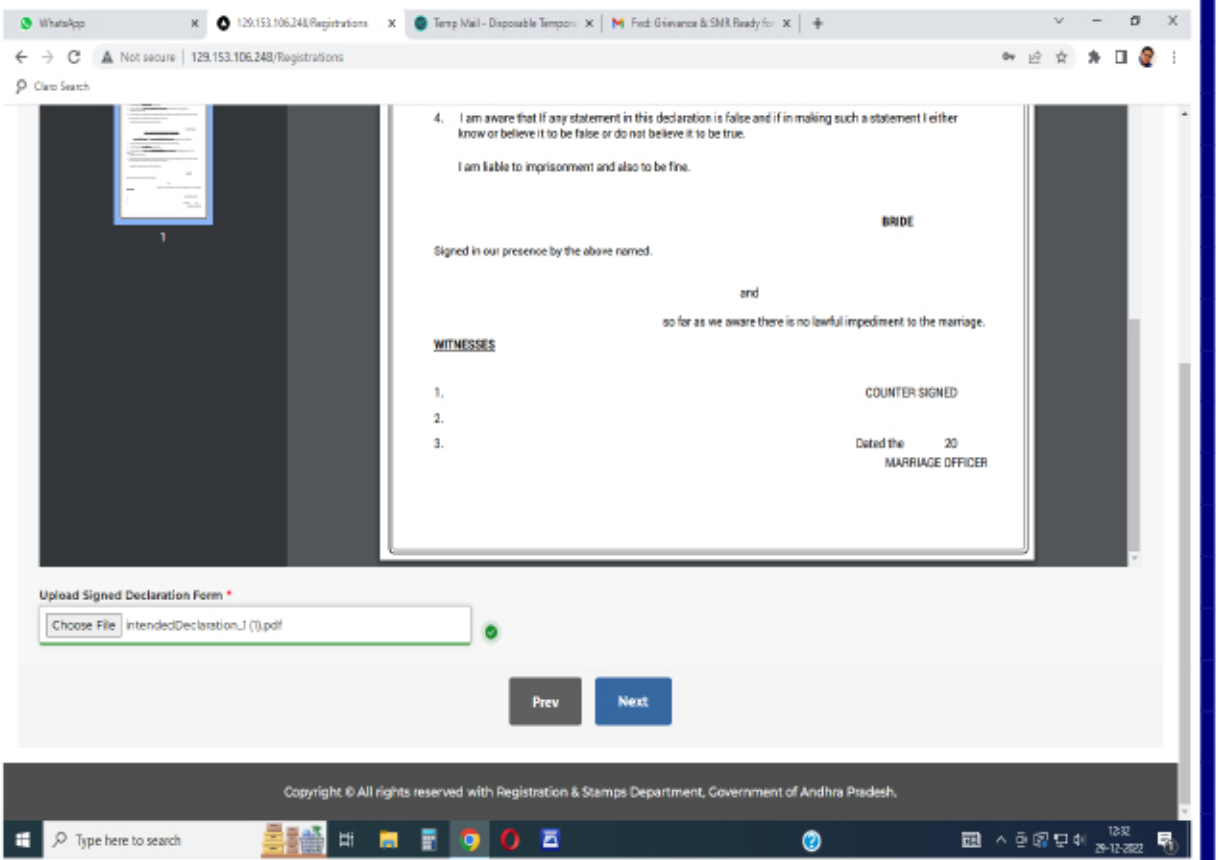


- After filling all the details in the form, user has to upload the mentioned documents in JPG/JPEG/PNG format only of size less than 1MB.

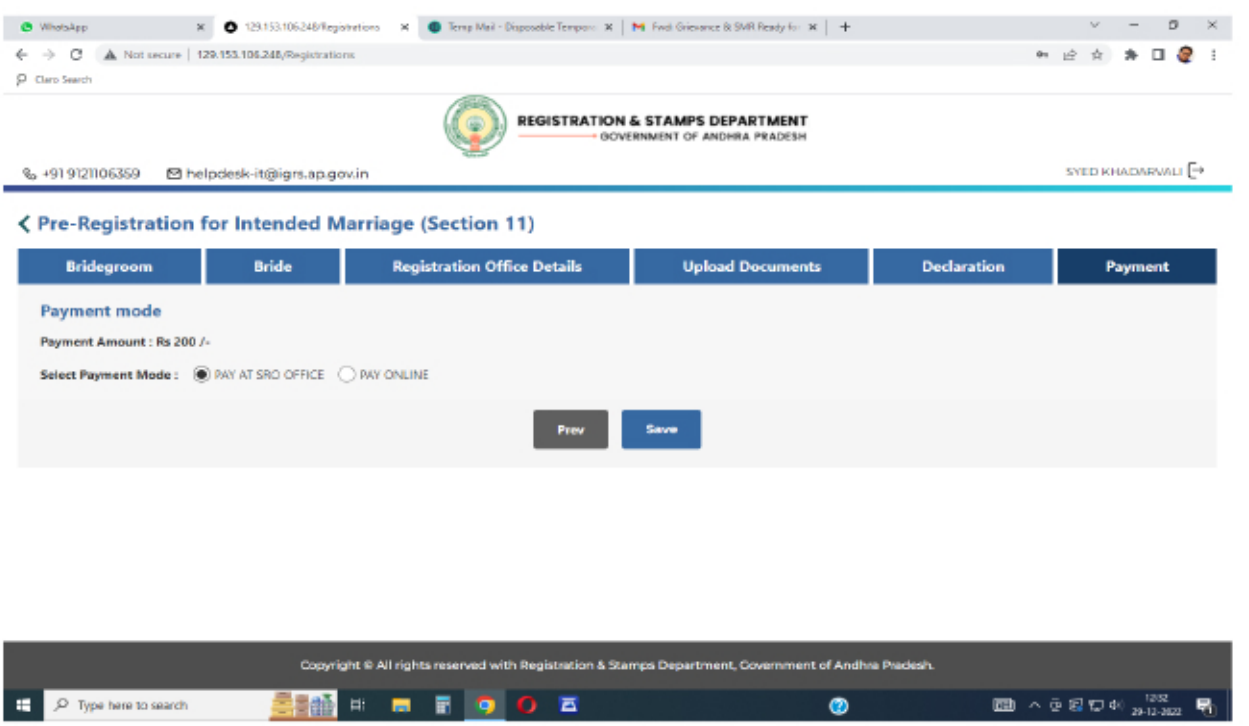


❖ Here the filled in data will be automatically appended to the declaration form, which is available to download. User has to take a print of form and get signed by the mentioned persons. Scan the form and upload the signed declaration form by the option provided at the bottom of the page

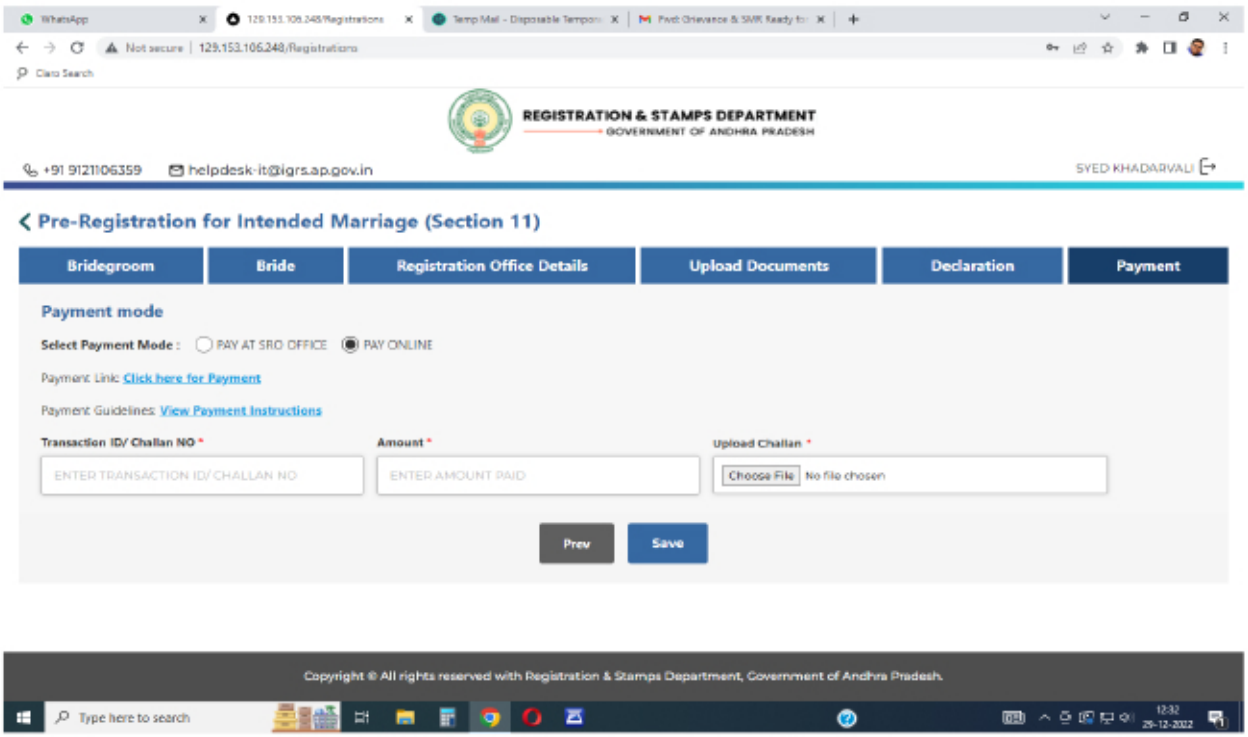




- Fee for marriage registration is Rs.200 which can be made in two modes as PAY AT SRO OFFICE or PAY ONLINE.

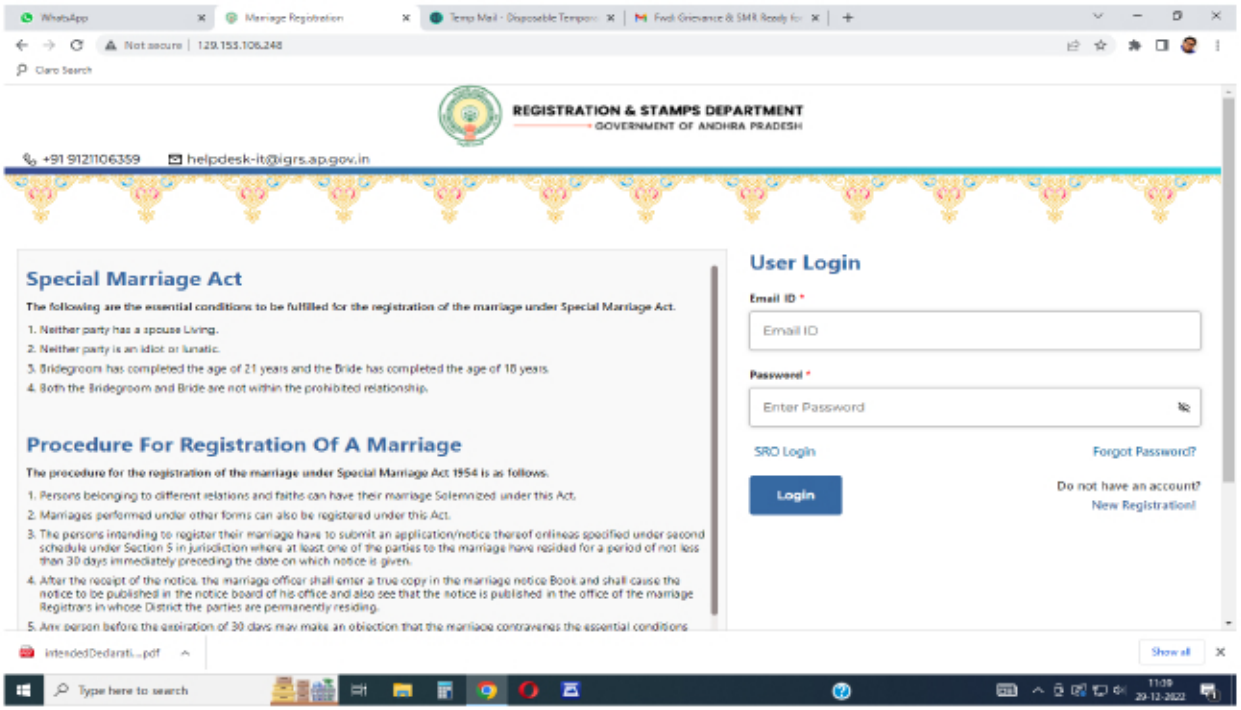


- If user wants to pay at SRO user has to select PAY AT SRO OFFICE and click on the submit button.
- If user wants to pay Online user has to select PAY ONLINE where he can find a link for payment which redirects to CFMS. After Successful payment of Challan in CFMS user has to upload the challan and click on the submit button.

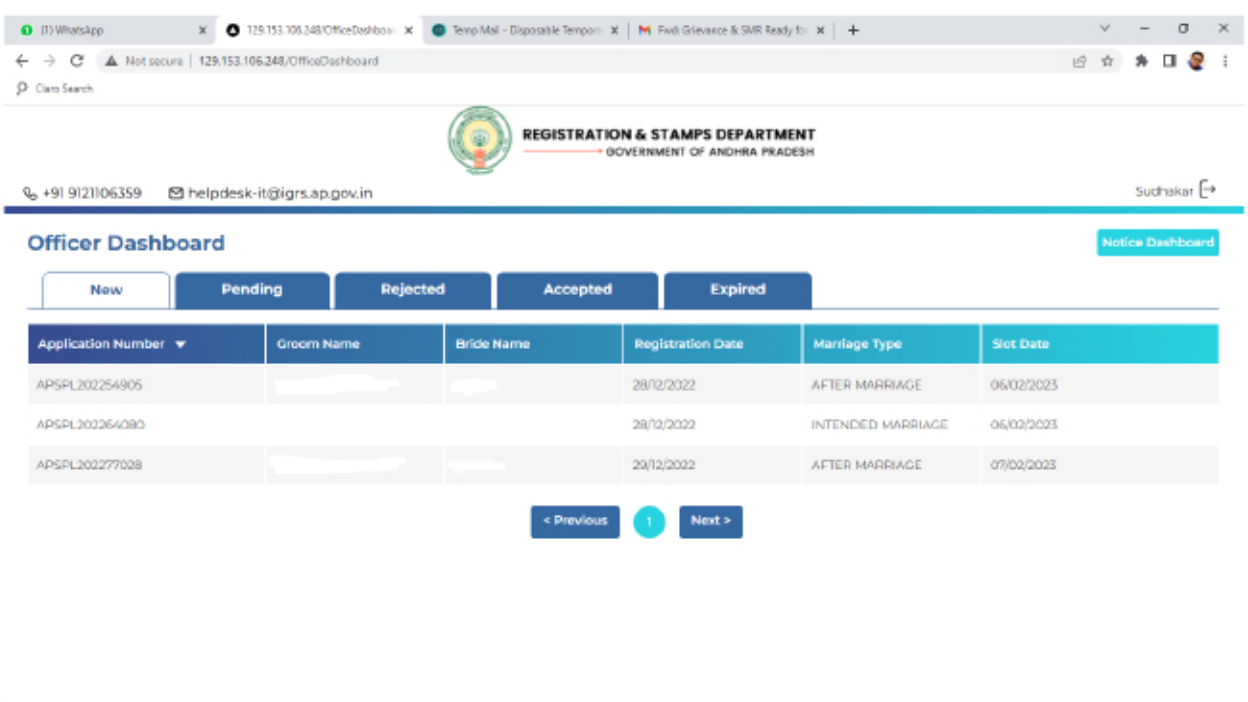


❖ SRO SIDE

- SRO has to click on the SRO Login and enter the credentials provided



- After Successful login SR can view the below dashboard with the application No, Bride and Groom names, Registration date, Marriage Type and slot Date



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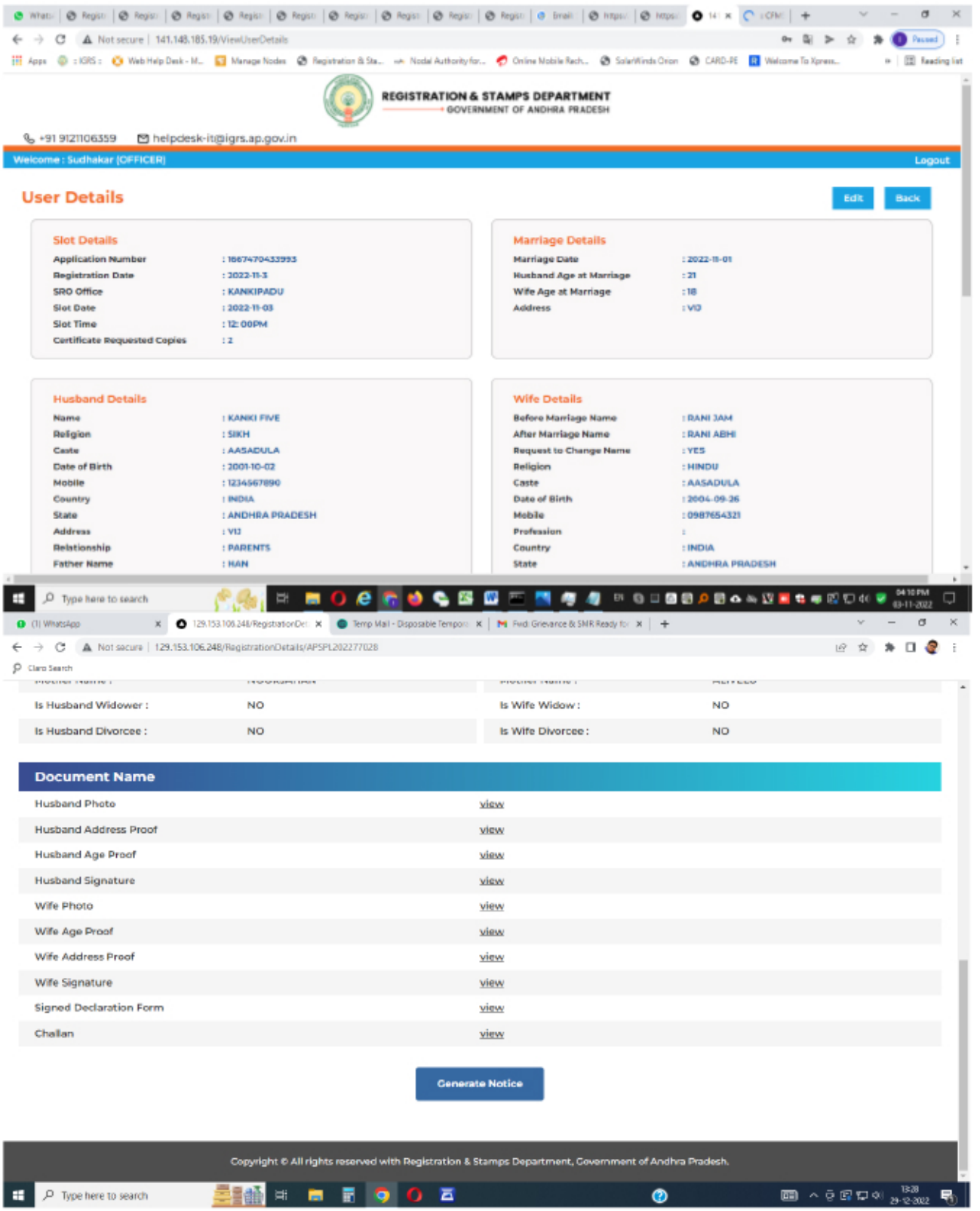
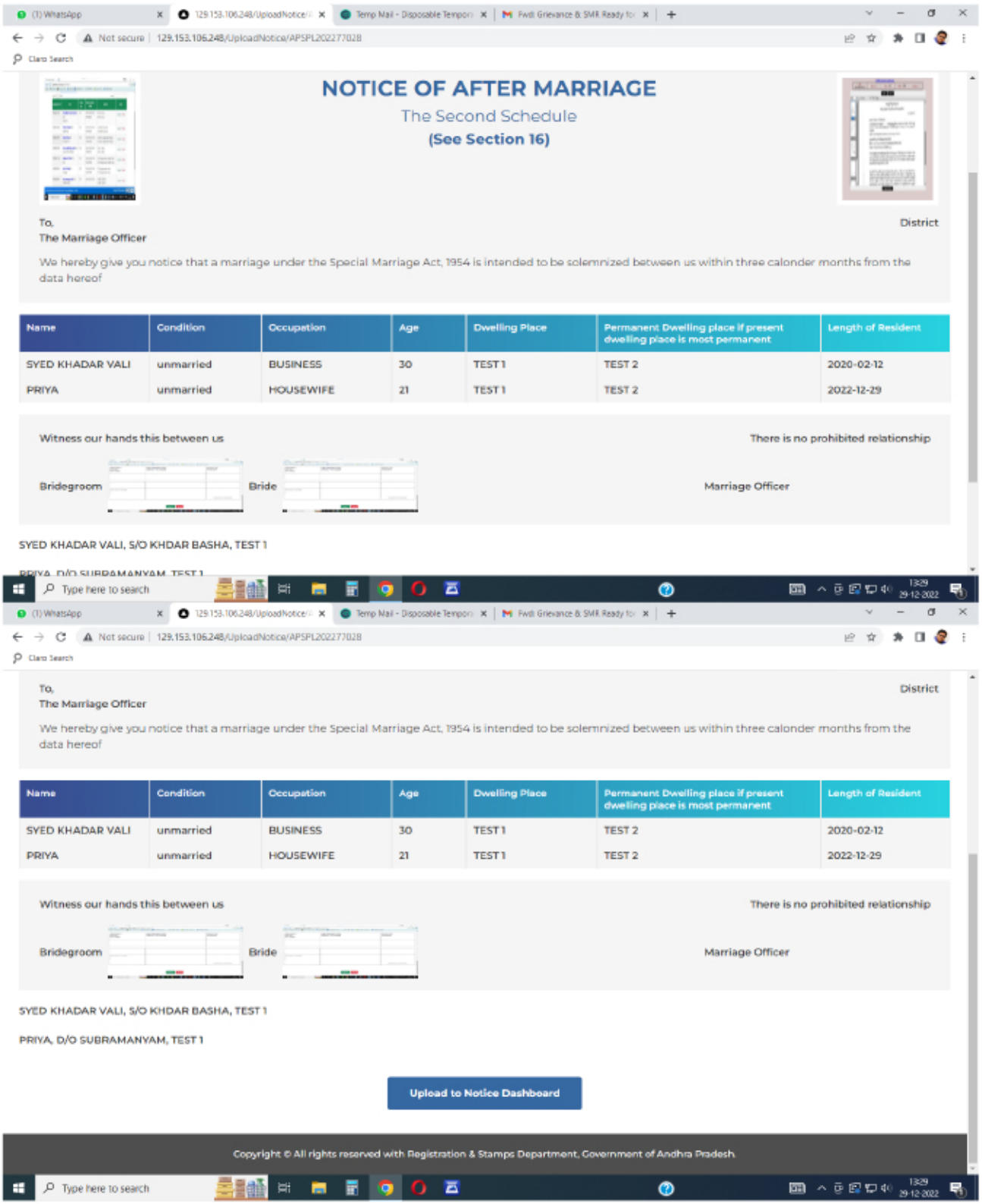
- After clicking on to a particular application SR can view the below form with user details. Here if he is satisfied with details and the documents uploaded by the party he can proceed for Generate notice form otherwise if there is any mistake he can edit the form with consent of the parties at the SR office



- The notice form for both Intended Marriage and After marriage are shown below. SR can also download the notice for exhibition. SR now has to upload to the notice dashboard



NOTICE OF AFTER MARRIAGE

The Second Schedule

(See Section 16)

To,
The Marriage Officer

District

We hereby give you notice that a marriage under the Special Marriage Act, 1954 is intended to be solemnized between us within three calonder months from the data hereof

Name	Condition	Occupation	Age	Dwelling Place	Permanent Dwelling place if present dwelling place is most permanent	Length of Resident
SYED KHADAR VALI	unmarried	BUSINESS	30	TEST 1	TEST 2	2020-02-12
PRIYA	unmarried	HOUSEWIFE	21	TEST 1	TEST 2	2022-12-29

Witness our hands this between us

There is no prohibited relationship

Bridegroom

Bride

Marriage Officer

SYED KHADAR VALI, S/O KHDAR BASHA, TEST 1

PRIYA, D/O SUBRAMANYAM, TEST 1

Upload to Notice Dashboard

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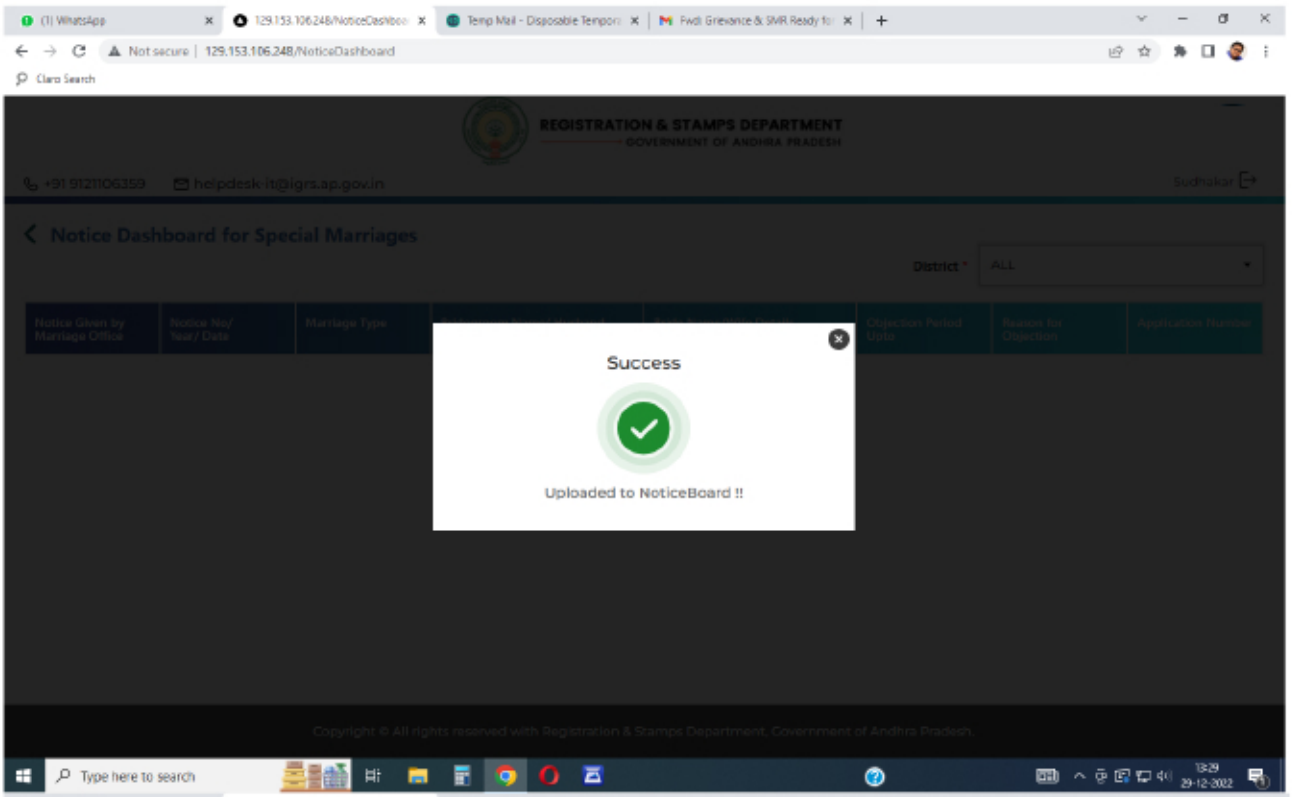
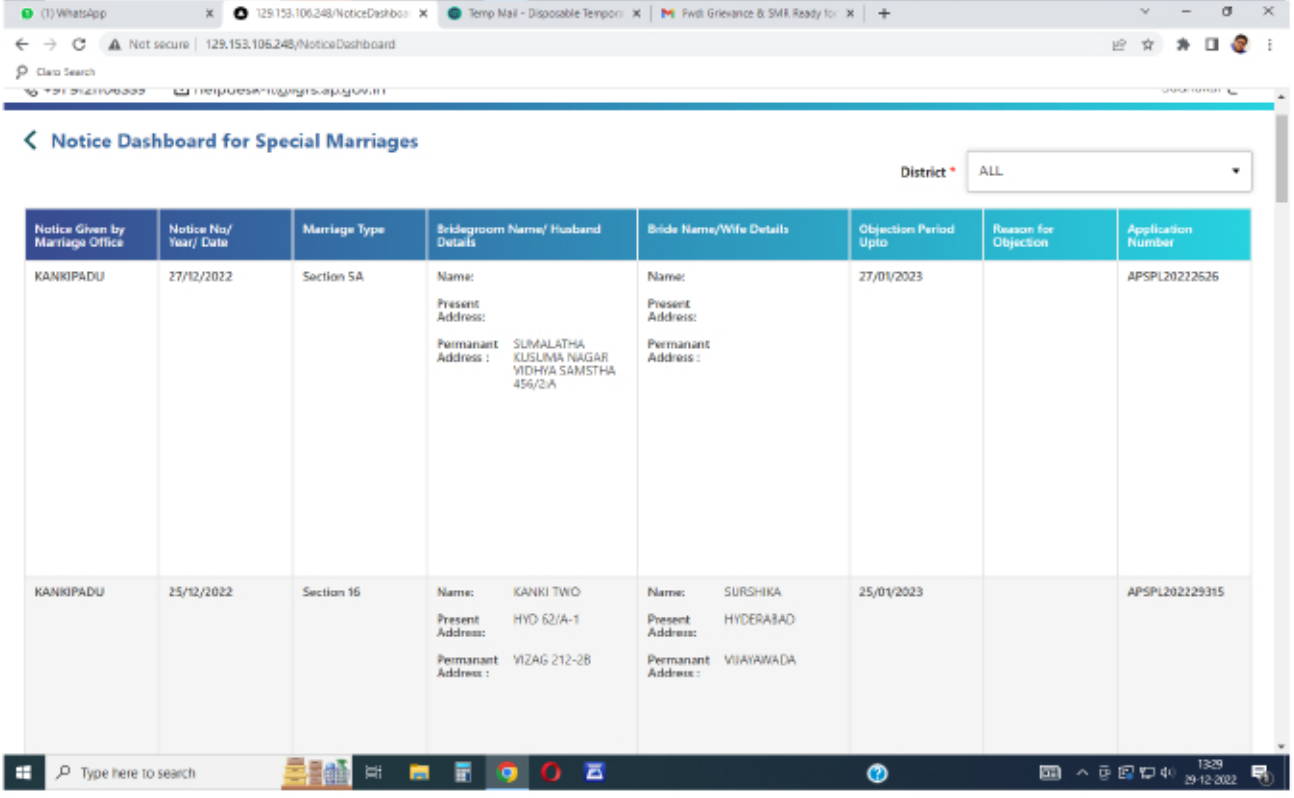
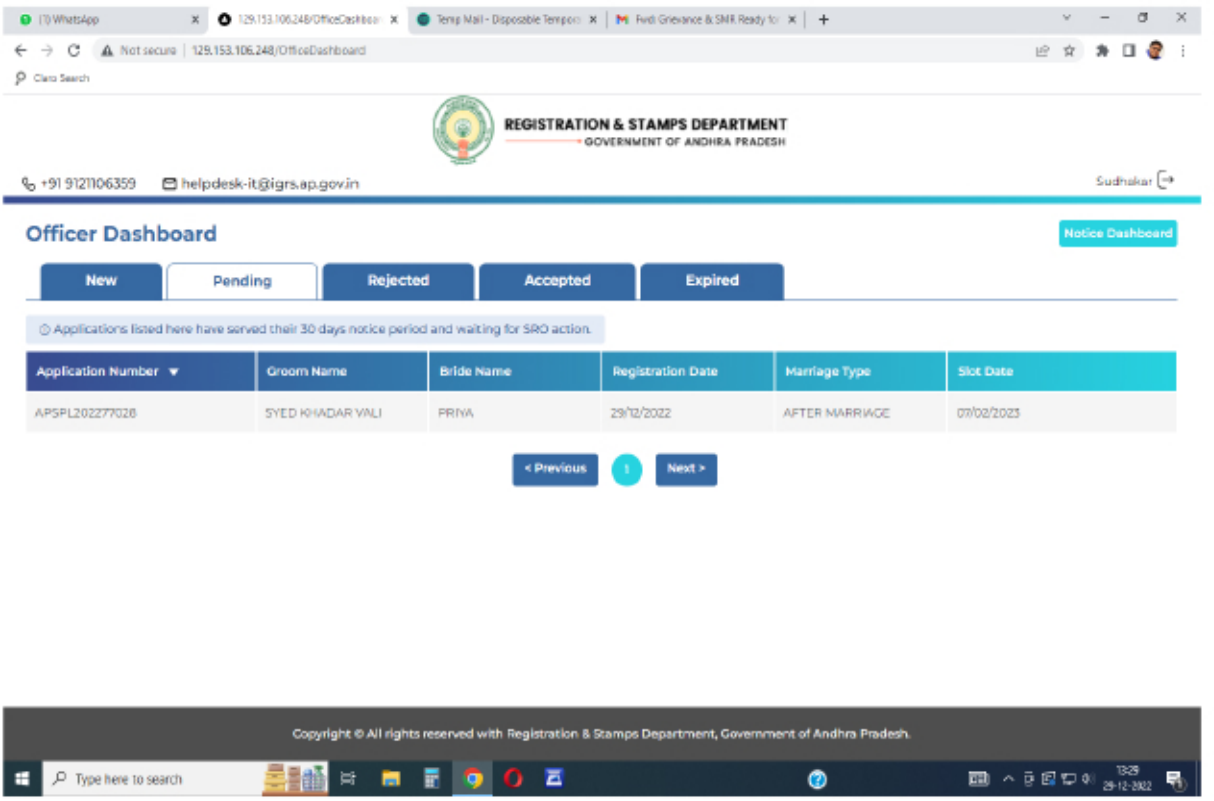
❖ After Click on the Upload SR can View a message Success. SR can also view the notice on the dashboard

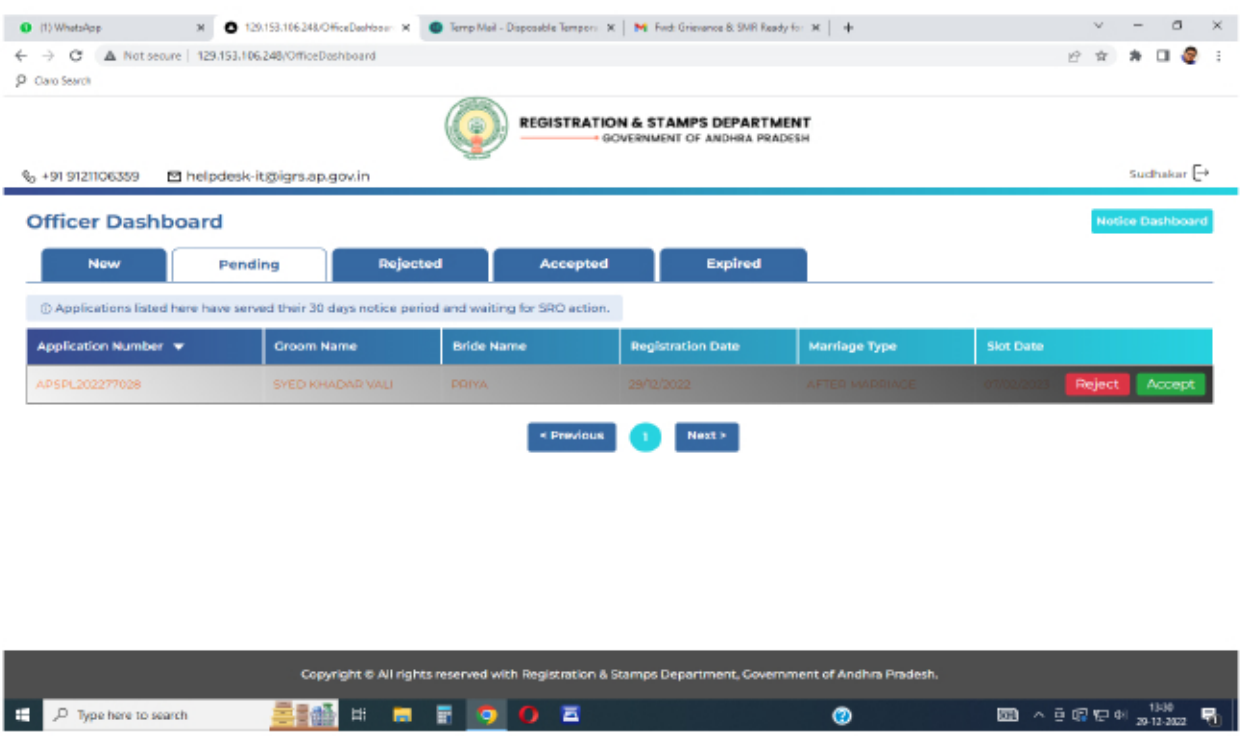




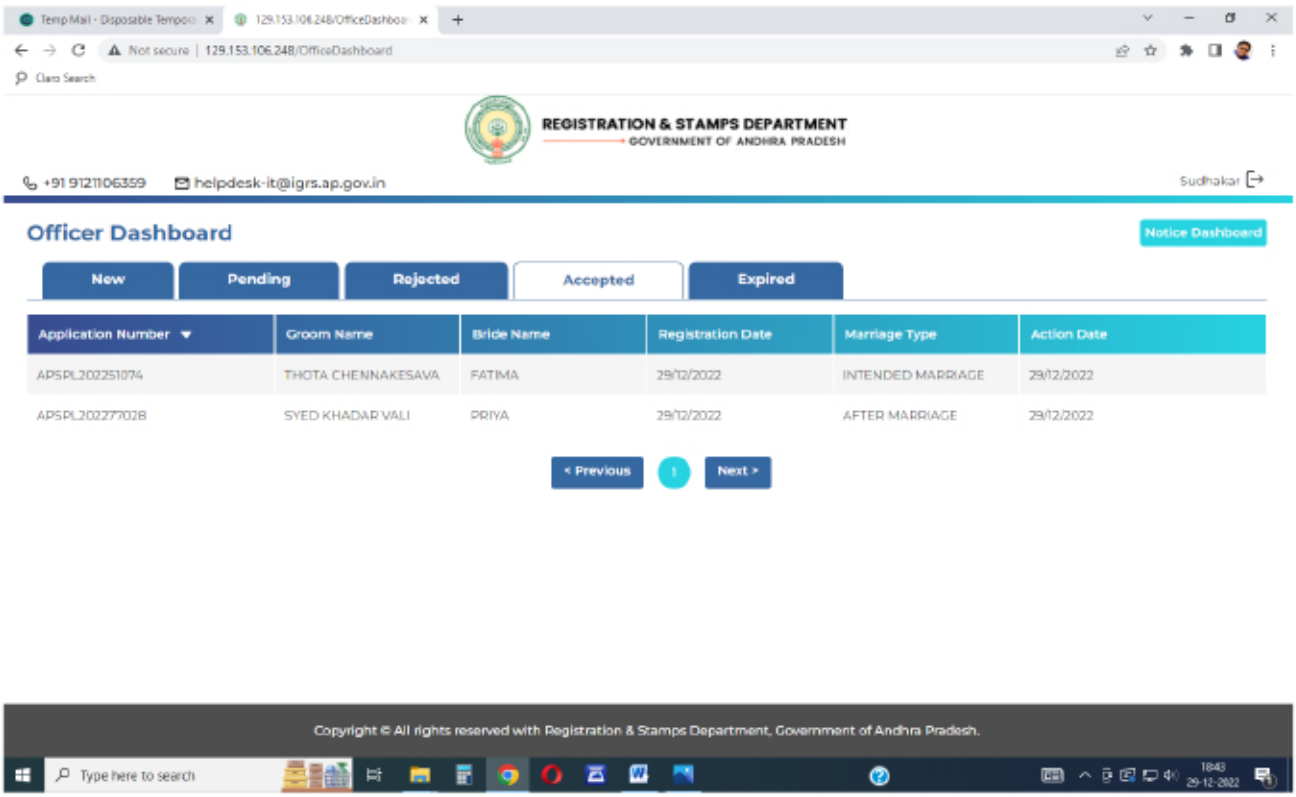
❖ Now SR can View the notice issued applications in Pending Tab on dashboard



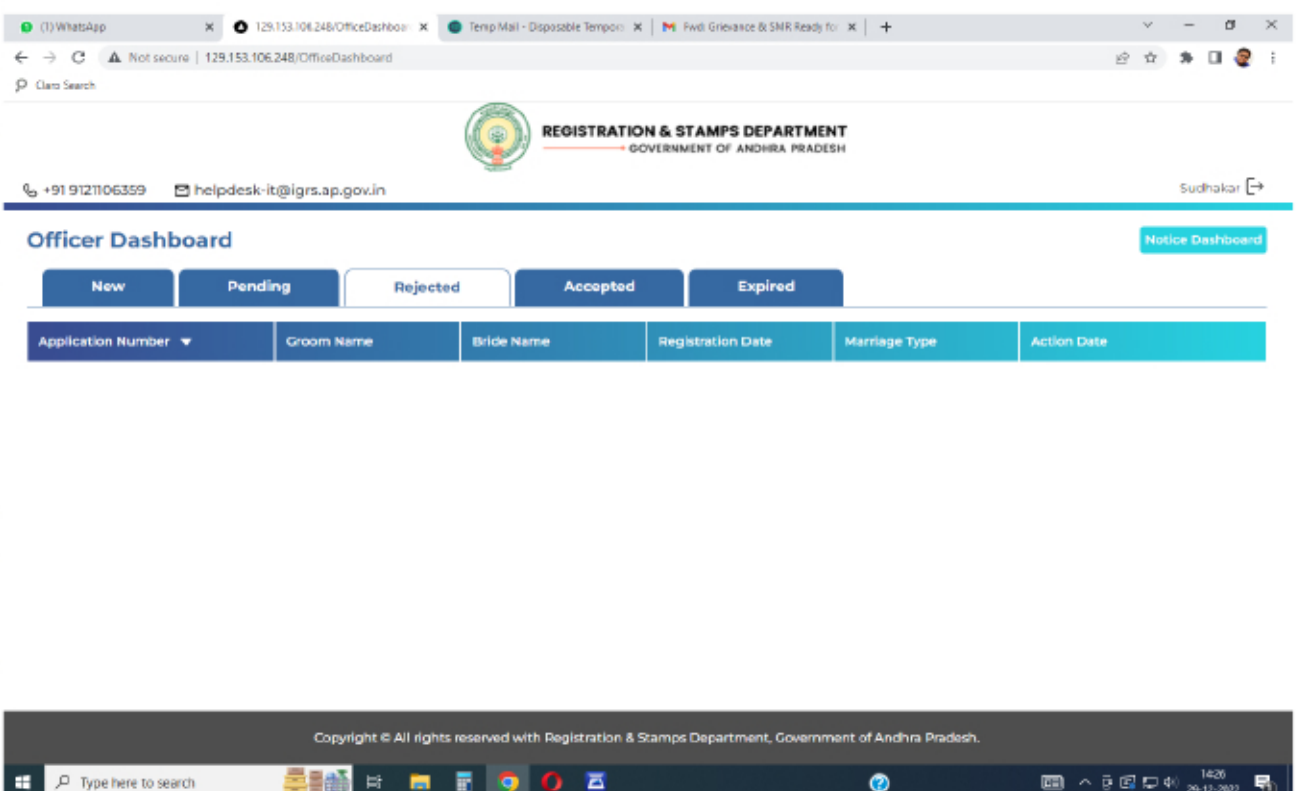
❖ After Completion of notice period SR can find Accept and Reject Buttons on the applications. If SR satisfies with the rules and procedures according to the act, SR can accept the application for Registration if not he can reject.



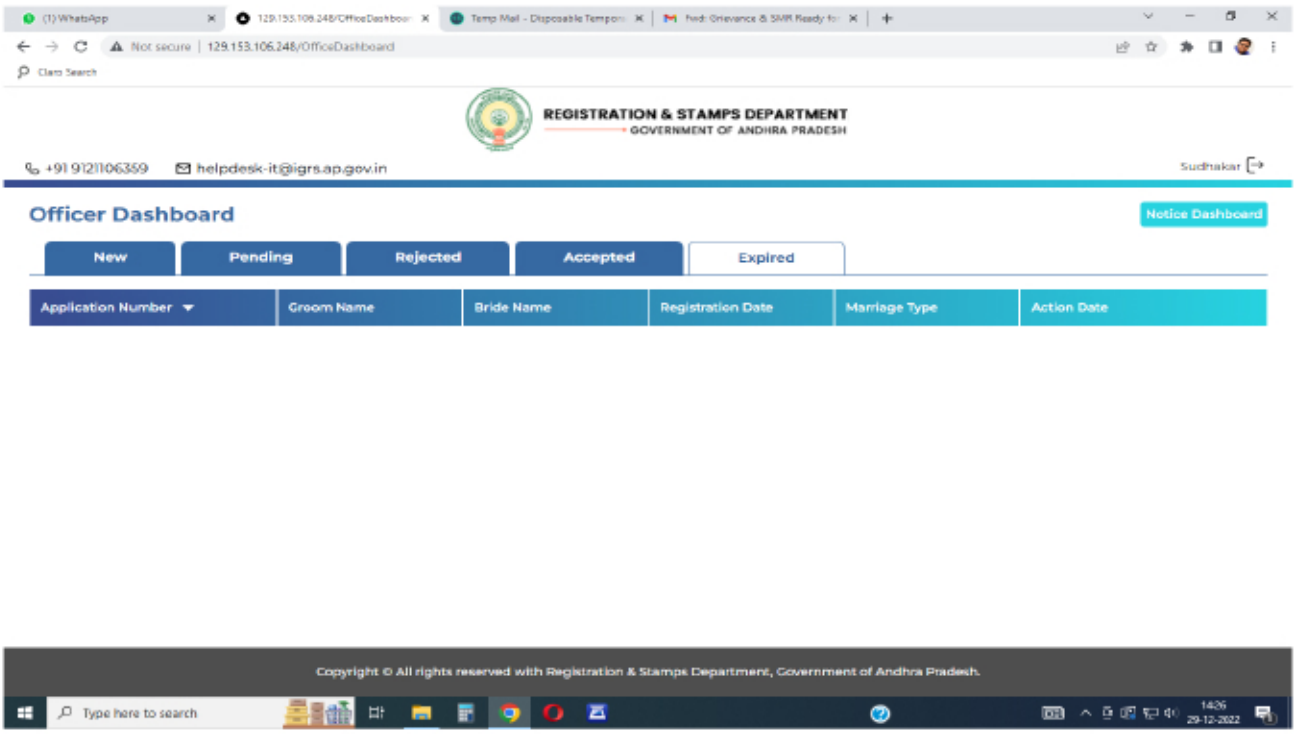
- SR now can find the accepted applications under accepted Tab on Dashboard



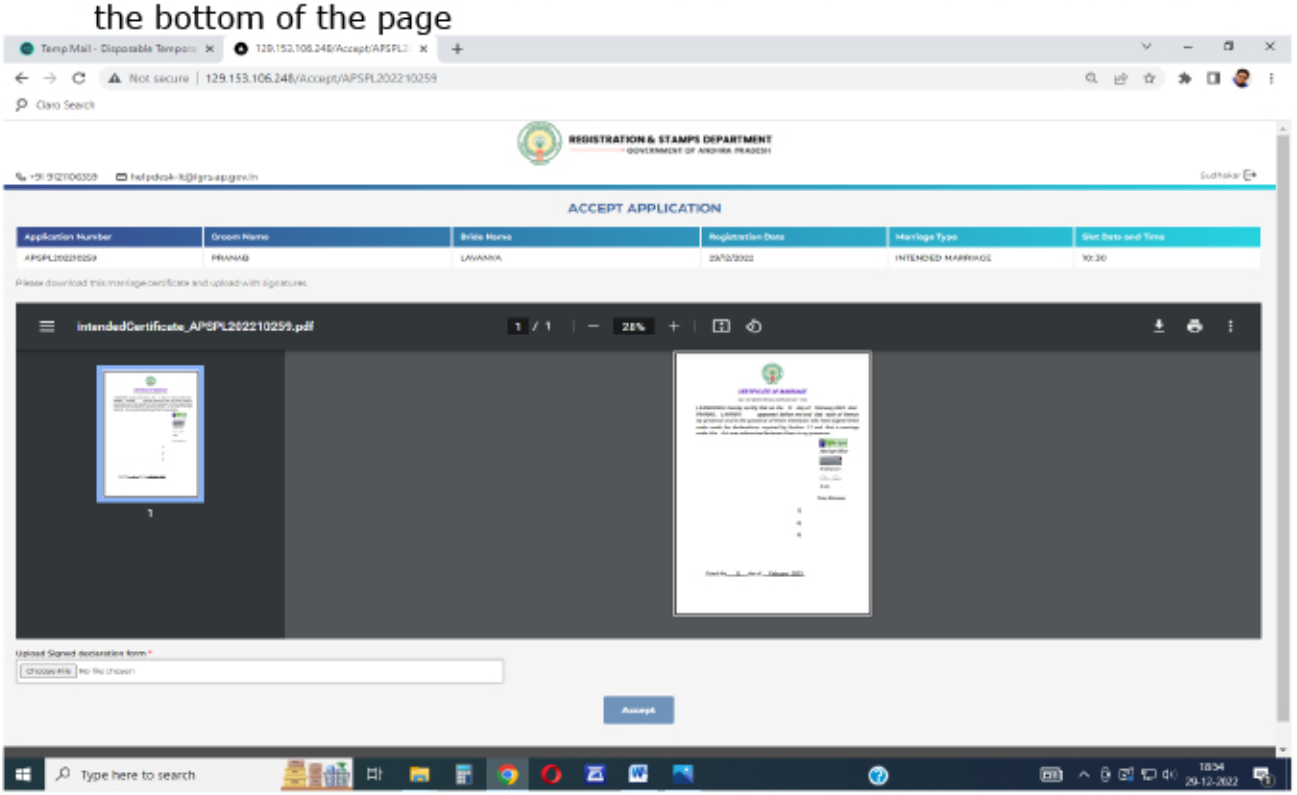
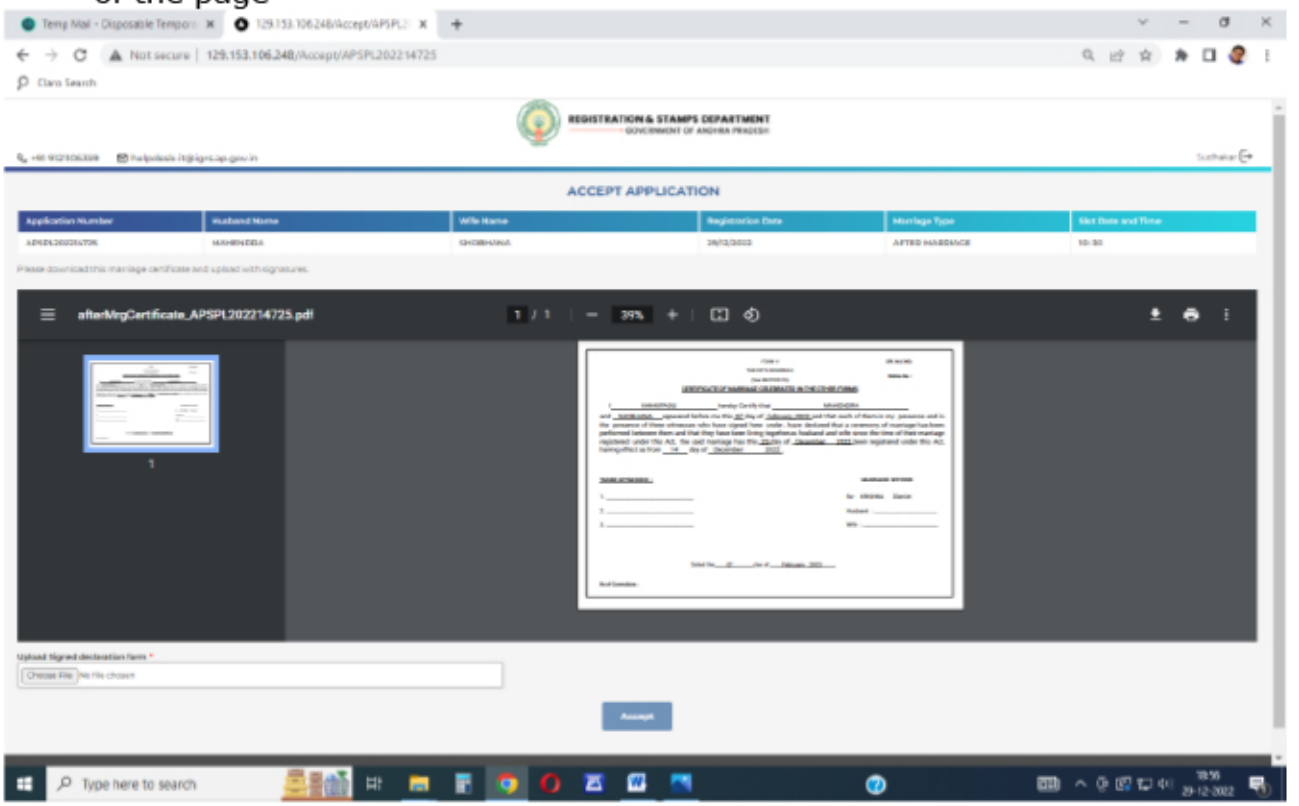
- SR can find the rejected applications under Rejected Tab on Dashboard



- SR can find the expired applications under Expired Tab on Dashboard



- SR after click on the accept button on applications under Pending Tab on Dashboard. For Intended Marriage the following screen with Certificate of marriage appears where SR has to sign and take the Signatures of Witness and issue certificate to parties. SR should also upload the scanned certificate with signatures by the option provided at the bottom of the page



- SR after click on the accept button on applications under Pending Tab on Dashboard. For After Marriage the following screen with Certificate of marriage appears where SR has to sign and take the Signatures of Witness and issue certificate to parties. SR should also upload the scanned certificate with signatures by the option provided at the bottom of the page