USER MANUAL HINDU MARRIAGE REGISTRATION

(Registration Made Easy)

GOVERNMENT OF ANDHRA PRADESH REGISTRATION AND STAMPSDEPARTMENT VIJAYAWADA
2022

USER SIDE

❖ **The link to the Hindu marriage registration is available in department website http://registration.ap.gov.in/**
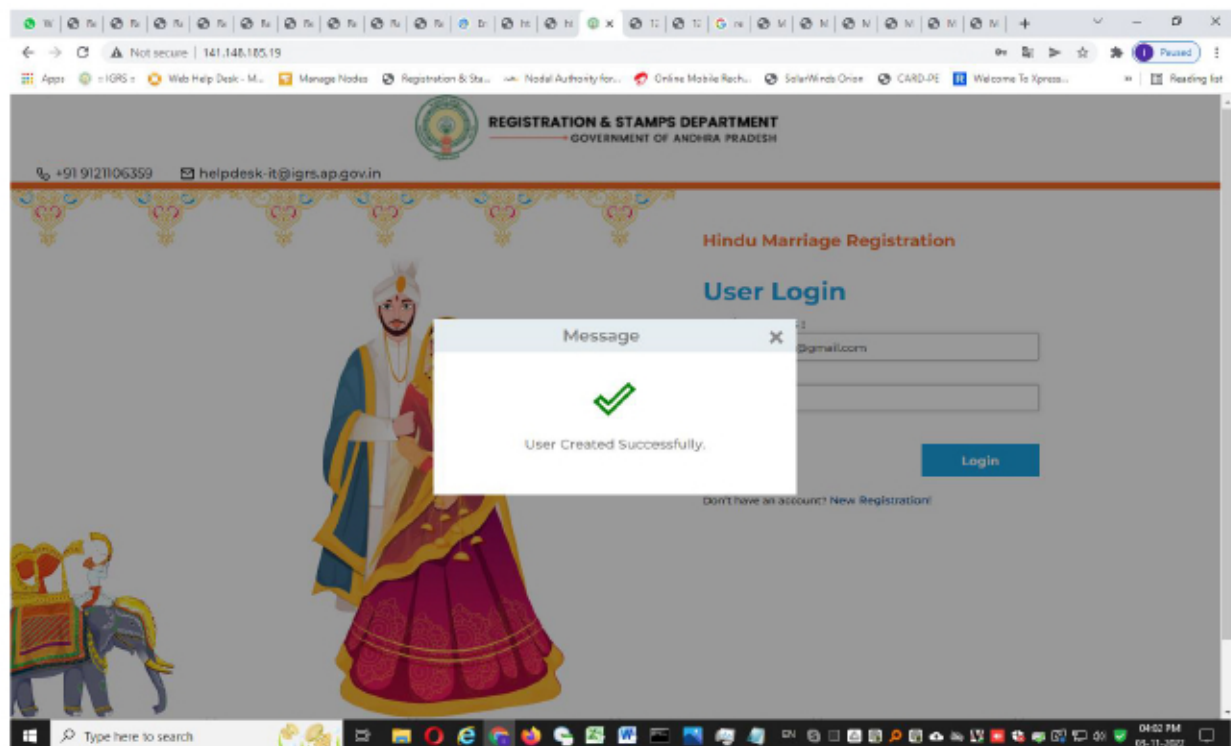
This is the home screen which user can view after clicking on the link
If existing user, login with email and password else click on the "NEW USER" to register

❖ 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, Rules, Procedures, Apply for New Registration
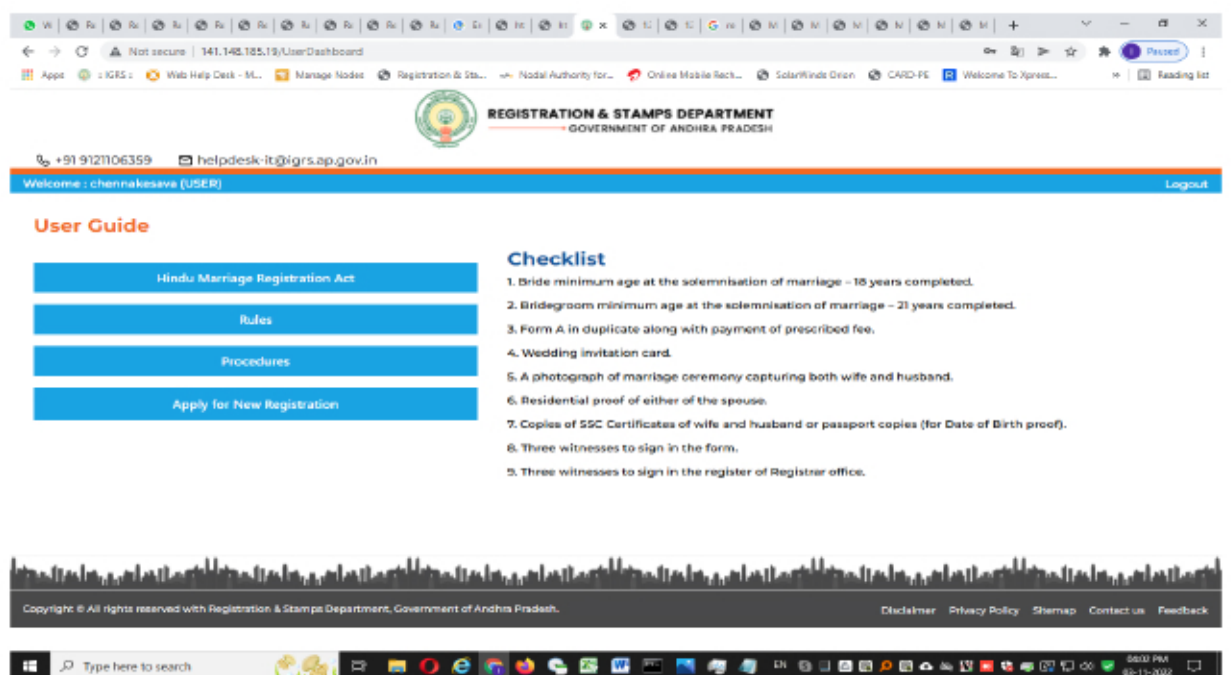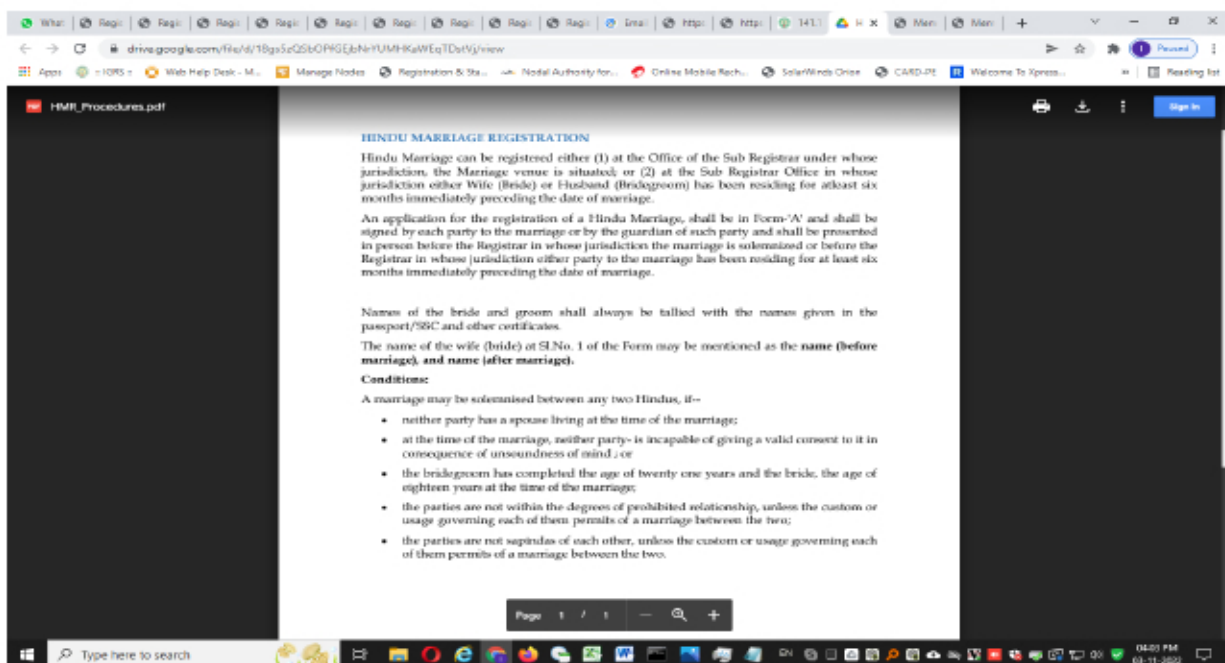
❖ By Clicking on the Hindu Marriage Registration Act, user can view act of 20 pages to read, even he can download the document and take a print
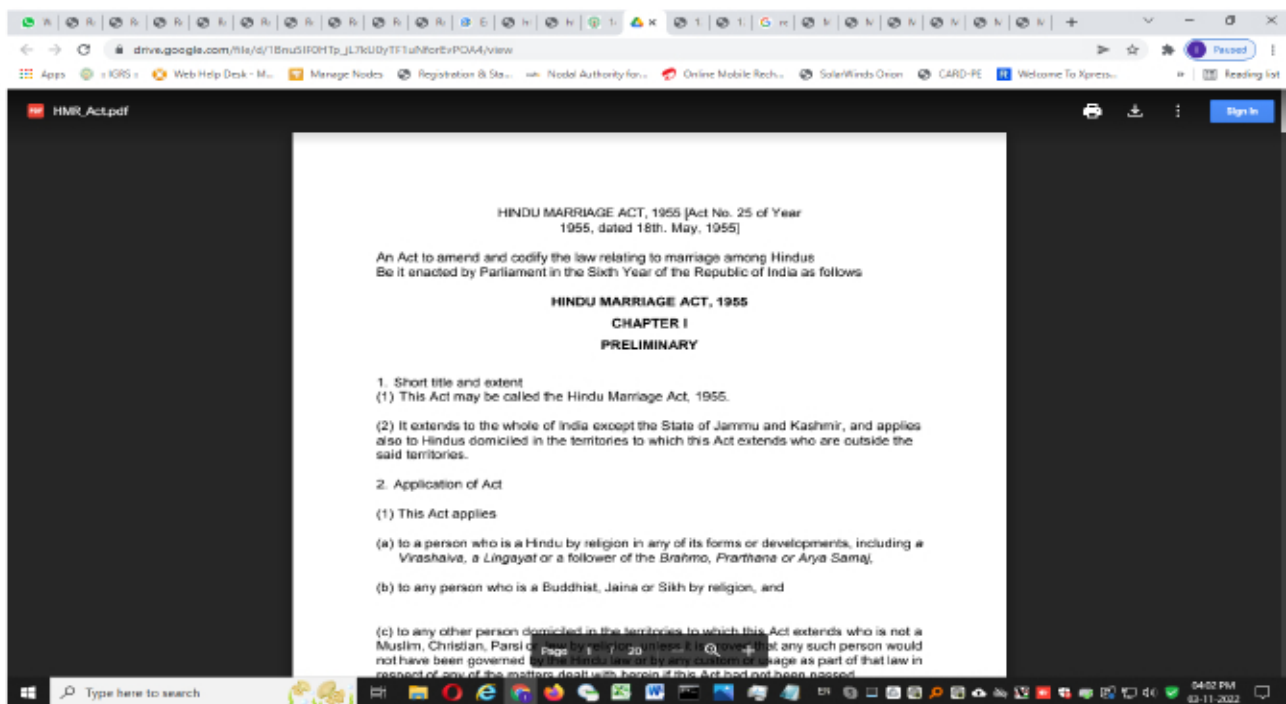
❖ By Clicking on the Rules, user can view rules of 8 pages to read, even he can download the document and take a print
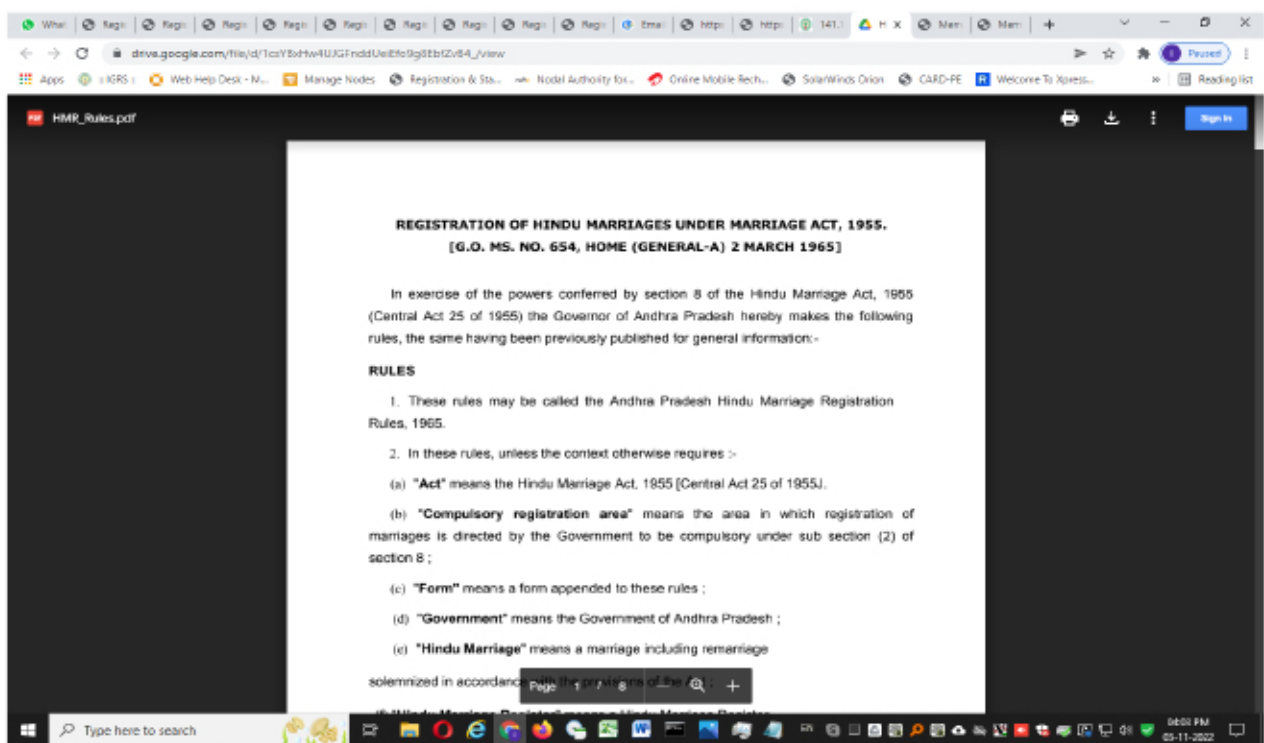
❖ By Clicking on the Procedure, user can view a document to read, even he can download the document and take a print

❖ After Careful reading of Hindu Marriage Registration Act, Rules, Procedures, user can now has to click on Apply for New Registration. Here user can find the screen below with a form of details of Bride and Bridegroom has to be entered

❖ 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.

❖ 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 the page below where user has to fill mandatory fields and click on the submit button.

❖ User has to select the payment mode. If user selects the manual payment then user has to take the challan print and make payment in the bank. The other options are to pay online.

❖ If user selects the online payment the below screen appears from where user selects one of the payment gateway and complete the payment from various options available.

❖ After successful payment the below screen appears with payment acknowledgement from where user can take print as proof of payment.

REGISTRATION & STAMPS DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

📞 +91 9121106359   ✉ helpdesk-it@igrs.ap.gov.in
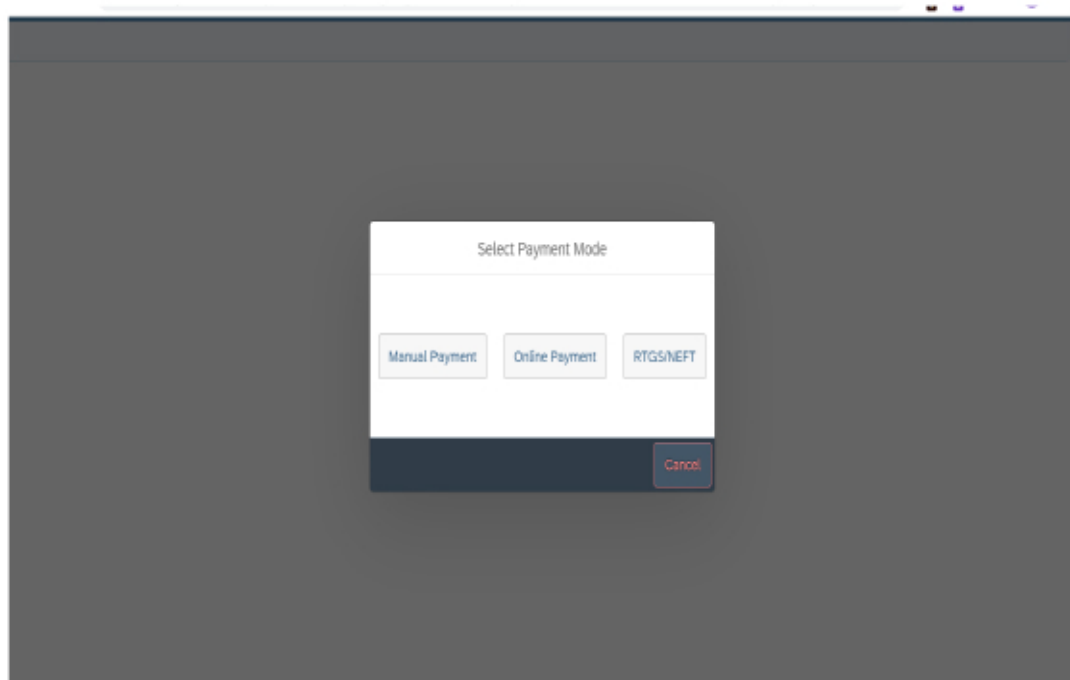
Hindu Marriages Registration Payment Acknowledgement

Please note the **CFMS Transaction ID, Dept. Transaction ID and Bank Transaction ID** for your Reference

Department Transaction ID	1679471926982_1679472324
CFMS Transaction ID	40000055962022
Bank Transaction ID	923339
Bank Transaction Date	22-03-2023 13:40:14
Payment Status	Success
Payment Mode	ONLINE
Total Amount	200.0

Print

- ❖ After successful payment and acknowledgement the department Transaction ID and the amount paid automatically appears on when user clicks on the Payment status

Birth Certificate/SSC Marks Memo/Passport/Notary Affidavit (Wife)*	✔ Document Uploaded	X
Marriage Photo*	✔ Document Uploaded	X
Residence Proof (Husband)*	✔ Document Uploaded	X
Residence Proof (Wife)*	✔ Document Uploaded	X
Marriage Function Hall Receipt (Optional)	✔ Document Uploaded	X

Amount Payable: **Rs 200/-**

Select Payment Mode : ○ PAY AT SRO ● PAY ONLINE

Payment Link : Click here to Pay

Payment Guidelines: View Payment Instructions

*Please make the payment by clicking on the payment link and upload receipt here.

Check Payment Status: Click Here to Verify

| Dept. Transaction | 1679471926982_1679472324 | Amount Paid | 200 |
| Payment Receipt* | | Choose File No file chosen | |

- ❖ Now user has to click on the submit button, then the below acknowledgement is generated with application number slot date and time etc. which user has to take print and visit the Sub Registrar office with three witnesses

Registration & Stamps Department
Government of Andhra Pradesh

Hindu Marriage Registration

★ ★ ★ ★ ★ ★ ★ ★

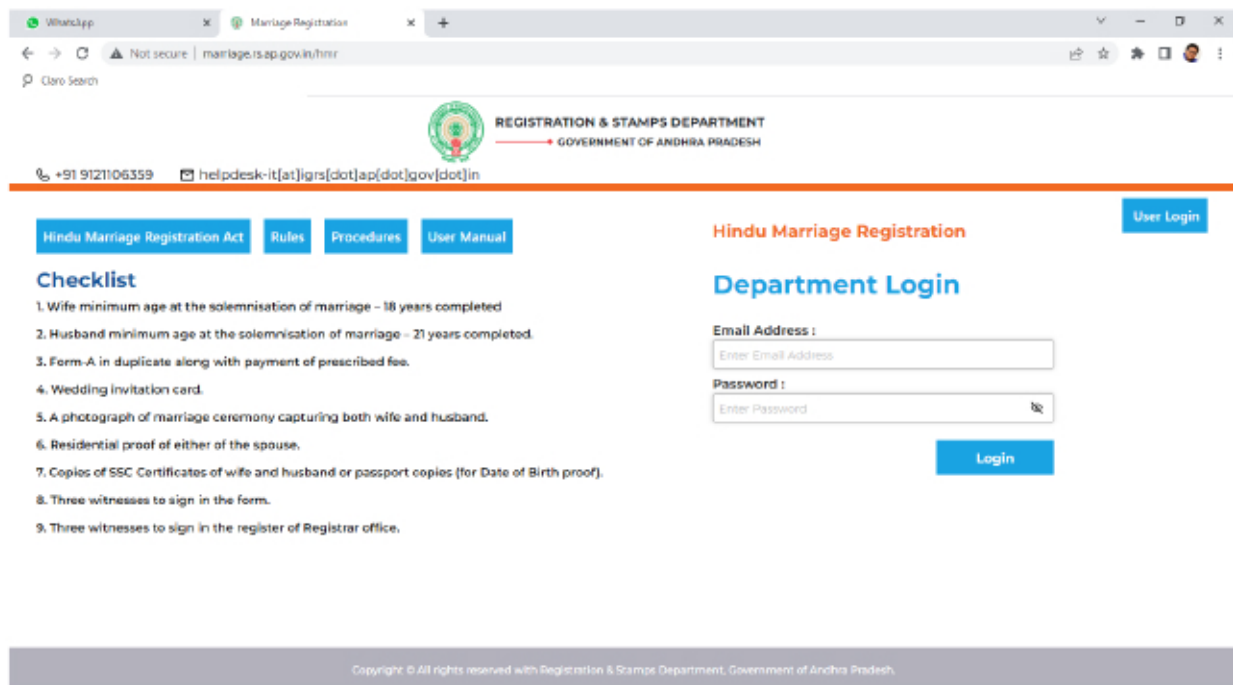★ ★ ★ ★ ★ ★ Acknowledgement Receipt ★ ★ ★ ★ ★ ★

Application Number	:	HM12041679635367772
Wife Name	:	YYYYYYYYYYY
Husband Name	:	TTTTTTTTTT
Sub Registrar Office	:	DHARMAVARAM
Slot Date & Time	:	25/03/2023, 11: 00AM

Note: Please Visit to the designated Sub-Registrar Office on the appointed date for Registration.

❖ SRO SIDE

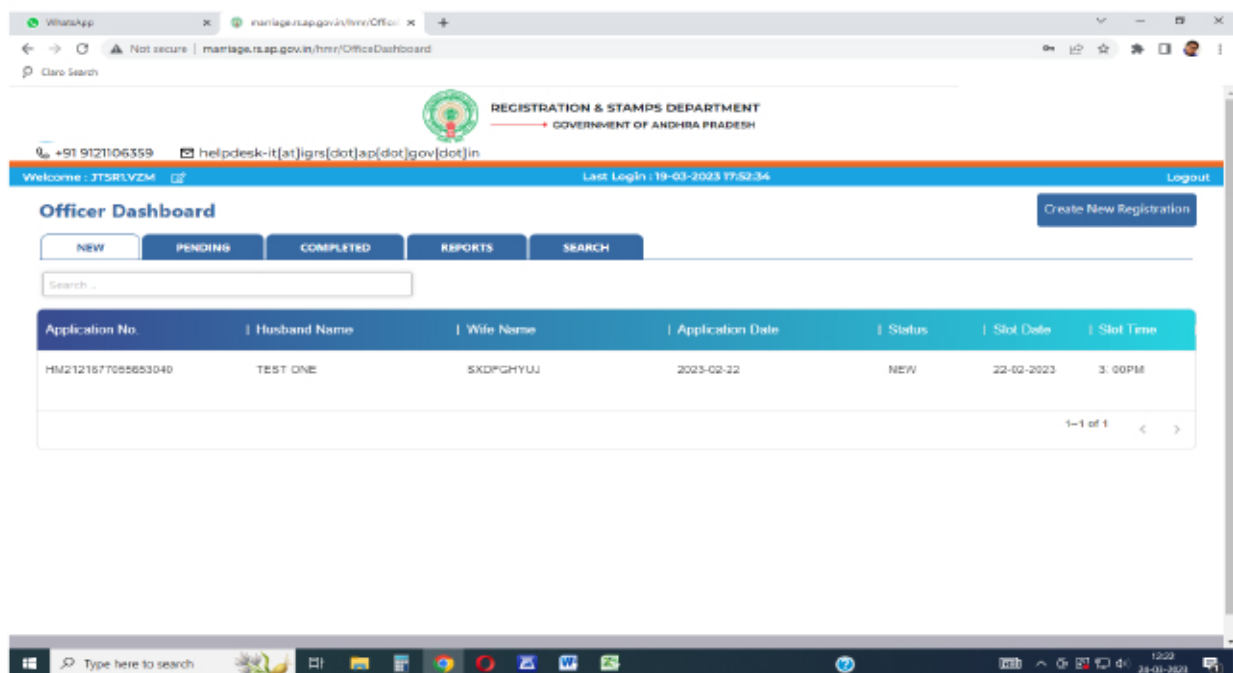❖ SRO has to click on the SRO Login and enter the credentials provided

❖ After Successful login SR can view the below dashboard. In the NEW tab SR can find applications with the application No, Bride and Groom names, Registration date with booking time

❖ In Pending Tab on dashboard SR can find the applications which are viewed and the applications for which forms are generated

❖ In Completed Tab on dashboard SR can find the applications for which scanned forms are uploaded and completed the registrations

- ❖ In Reports Tab on dashboard SR can view the report of No of applications Received, Registered and Due for Registered for the selected no of days, which can be selected from the option provided

- ❖ In Search Tab on dashboard SR can search with Husband Name or Wife Name or Registration No for prevention of duplication of Marriages

- ❖ 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 Download form otherwise if there is any mistake he can edit the form with consent of the parties at the SR office

❖ If SR is satisfied with details and the documents uploaded by the party. Now SR has to verify the payment by clicking on the verify Transaction. Now the Department Transaction ID will be verified with the CFMS Transaction ID at the backend and display the amount paid by the user.

Is Wife a Widow	: NO
Is Wife a Divorcee	: NO

Document Name	View Document
Wedding Card	View
Husband's Proof of Birth	View
Wife's Proof of Birth	View
Marriage Photo	View
Husband Residence Proof	View
Wife Residence Proof	View
Payment Receipt	View

Dept. Transaction ID : * [1673432082452_1675346648]   Verify Transaction

Amount Paid :   9200.00   Deface Transaction

❖ Now SR has to verify the amount paid and deface the Transaction, After Defacement only SR can view the Generate Form Button. By clicking on the generate button a form is downloaded

Document Name	View Document
Wedding Card	View
Husband's Proof of Birth	View
Wife's Proof of Birth	View
Marriage Photo	View
Husband Residence Proof	View
Wife Residence Proof	View
Payment Receipt	View

Dept. Transaction ID : * [1673432082452_1675346648]   Verify Transaction

Amount Paid :   9200.00   Deface Transaction

Generate Form

❖ The downloaded form has three pages. First page is Form – H which has details of parties.

❖ Second page has to be signed with both parties, 3 witness which has to be taken at SRO

❖ Third page is the registration certificate which is automatically generated with the details fed by the party. He has to carefully verify the details and issue the no. of copies of certificates requested by the party (Max.5).
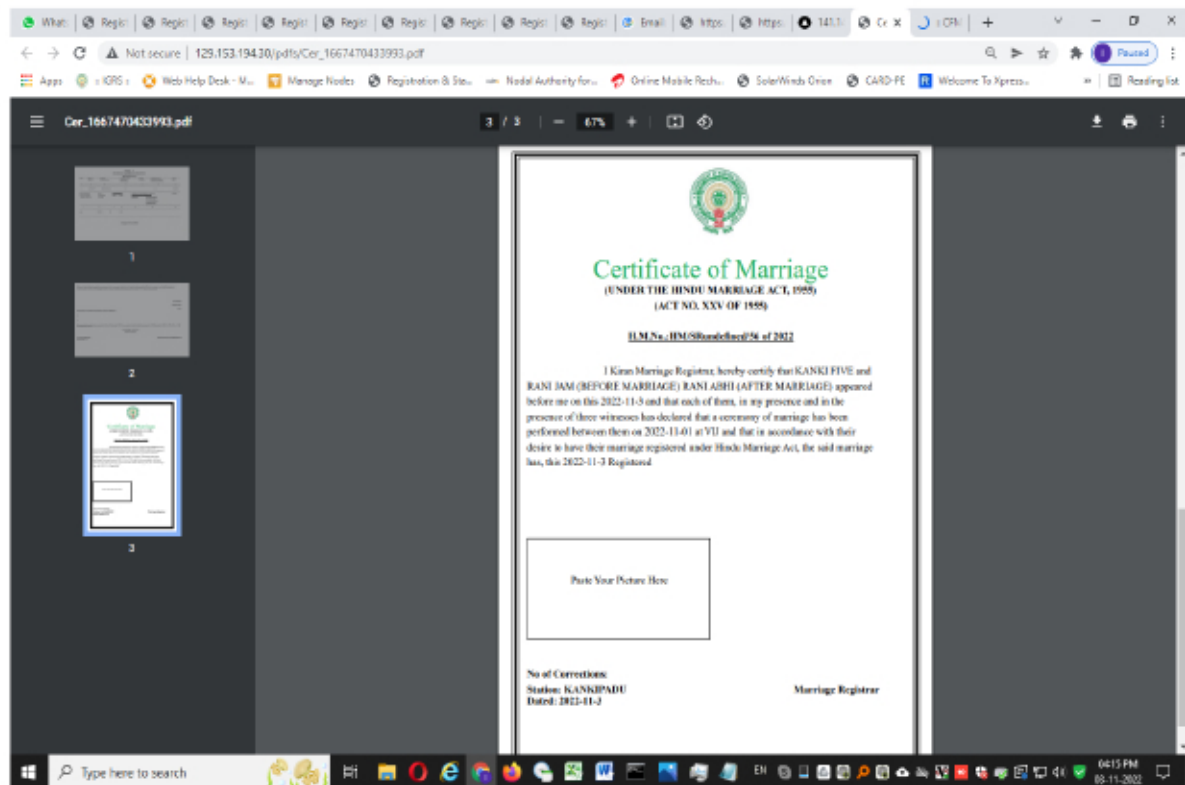
❖ Now SR has to take print of the Downloaded form and take signatures of Bride, Bridegroom, three witnesses and himself has to sign the certificate and put the seals required and scan the copy and upload the pdf through the link provided as on the screen below
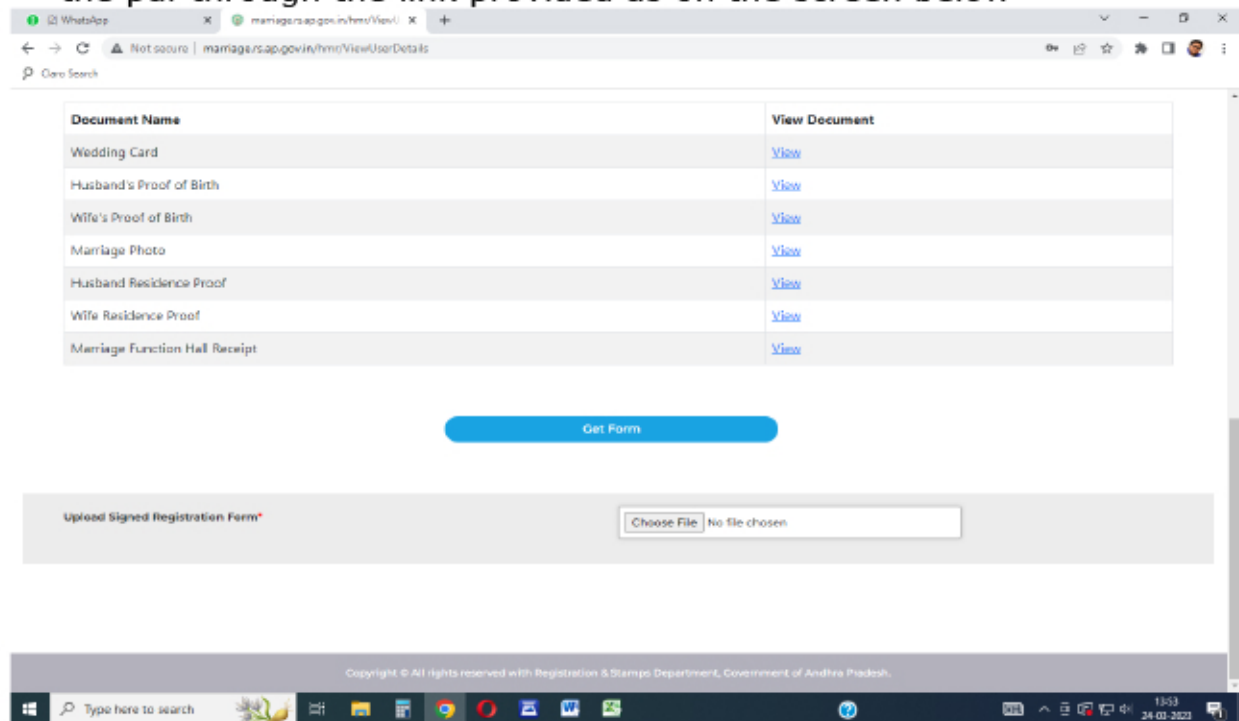
❖ After uploading the signed form there appears a button with Mark User as Done with Process. SR has to click on the button to complete the registration process and then the application moves to complete Tab