

## **Procedure / Guidelines for applicants after Banns Marriage**

Notification is given by the couple intending to marry each with a witness (any person whether a friend or relative) above the age of 21 years .The notice is publicized on Notice Boards for the 3 weeks (21 days inclusive of weekends and public holidays).Solemnization can be conducted by either the Administrative Officer or any statutorily appointed Marriage Officers and the choice is made by the couple .NB:

The following documents are required for Marriage Notification:

- Decree Absolute for a divorced person
- A decree letter/certificate
- Certified copies of a valid Passport and Work/Residence Permits (where applicable) i.e. for non citizens
- A valid Identify Card for citizens
- A letter from an organization of intention to solemnize marriage i.e. when a couple intends to be solemnized by a marriage officer other than an administrative officer.

## **Special License**

A request is made to the District Commissioner's office with convincing reasons who will solemnize the marriage. No publication of notice is done. A fee of P150.00 is charged for the marriage.

## **Issue of certificates**

Upon solemnization of a marriage, a duplicate register bearing the particulars of the spouses is issued.

## **Loss of certificates**

A letter of request for a copy of duplicate register with details of the marriage should be written to the Director accompanied by a P15.00 fee per copy