



MARRIAGE REGISTRATION

Man Name & Surname: _____

Woman Name & Surname: _____

Marriage Officer: _____

Full Date of Ceremony: _____ Time: _____

Address of Wedding Venue: _____

Important Information

It is important that you contact the minister that you would like to perform the marriage ceremony in the beginning stages of the wedding plans and make these arrangements. It is not a given that the minister will have that specific day available.

You will need the following with you at your first appointment with the minister to enable you to start filling in the marriage register. It ensures that the administration does not take up too much time on your wedding day.

- Certified copies of the ID documents of both man and woman.
- Certified copies of the ID documents of the two witnesses.
- If divorced: ensure a certified copy of the divorce court order.
- Widow, widower: ensure a copy of the death certificate.
- A marriage out of community of property (ANC): deliver the covering letter from the attorney (notary public) to the relevant Reverend.

- From "Circular no 15 of 2019: Consolidated procedures for solemnisation and registration of marriages"
The following original documents must be given to the minister for the marriage confirmation to take place:

1. **Appointment (iii)**

The marriage officer must enquire from the prospective spouses on the matrimonial property system (i.e in or out of community of property) that they wish to have their "civil" marriage or civil union. Where the parties choose an out of community of property, proof of registration of the antenuptial contract, from the Deeds Office, must be submitted on the day of solemnisation of the "civil" marriage or civil union. The proof must not be an intention to still register in the future, as the date of registration must precede the date of marriage.

(aa) Verify the validity of the identity number on the (Smart) ID Card or the green barcoded Identity Document and the particulars thereof online and print the results thereof for attaching to the register (DHA-30)

- We also require four ID photos (each) of the couple and fingerprints will also be taken by the Reverend. You will receive a copy out of the marriage register.
- Please do not lose your marriage certificate. Please make certified copies as soon as possible and store in a safe place.
- Once you are legally married, please check with Home Affairs that your marriage is registered. After about six months, sms your ID number Followed by M (e.g. 591122086084 M) to 32551. They will send an SMS back telling you what your marriage status is and when you were married. Alternatively phone 0800 601 190 or visit **www.dha.gov.sa**. You can also phone the offices in Pretoria on **(021) 406 2660**

- After your marriage is registered we recommend that you visit Home Affairs as soon as possible with your copy of the register, ID and marriage certificate to apply for the official marriage certificate. This is a yellow printed document that you will need for any changes. There are costs involved that are payable at Home Affairs during the application.
- The relevant Reverend will discuss the sequence of the ceremony with you, please inquire regards the need of a microphone and any other items required during the ceremony.

Costs

The costs are payable before the first appointment with the minister, and the fee amounts to R2000.00. Travel costs are not included and will be calculated per kilometre according to AA rates.

Contact the Church Office at 011 475 1440 for more details regarding the costs associated with the use of our Church Building / Chapel / Ministry Centre / Organist / Media Technician, or for any other information.

Banking Details

ABSA

Cheque Account Number: 106 3330 384

Branch: Florida / 632 005

DATE FILLED IN _____