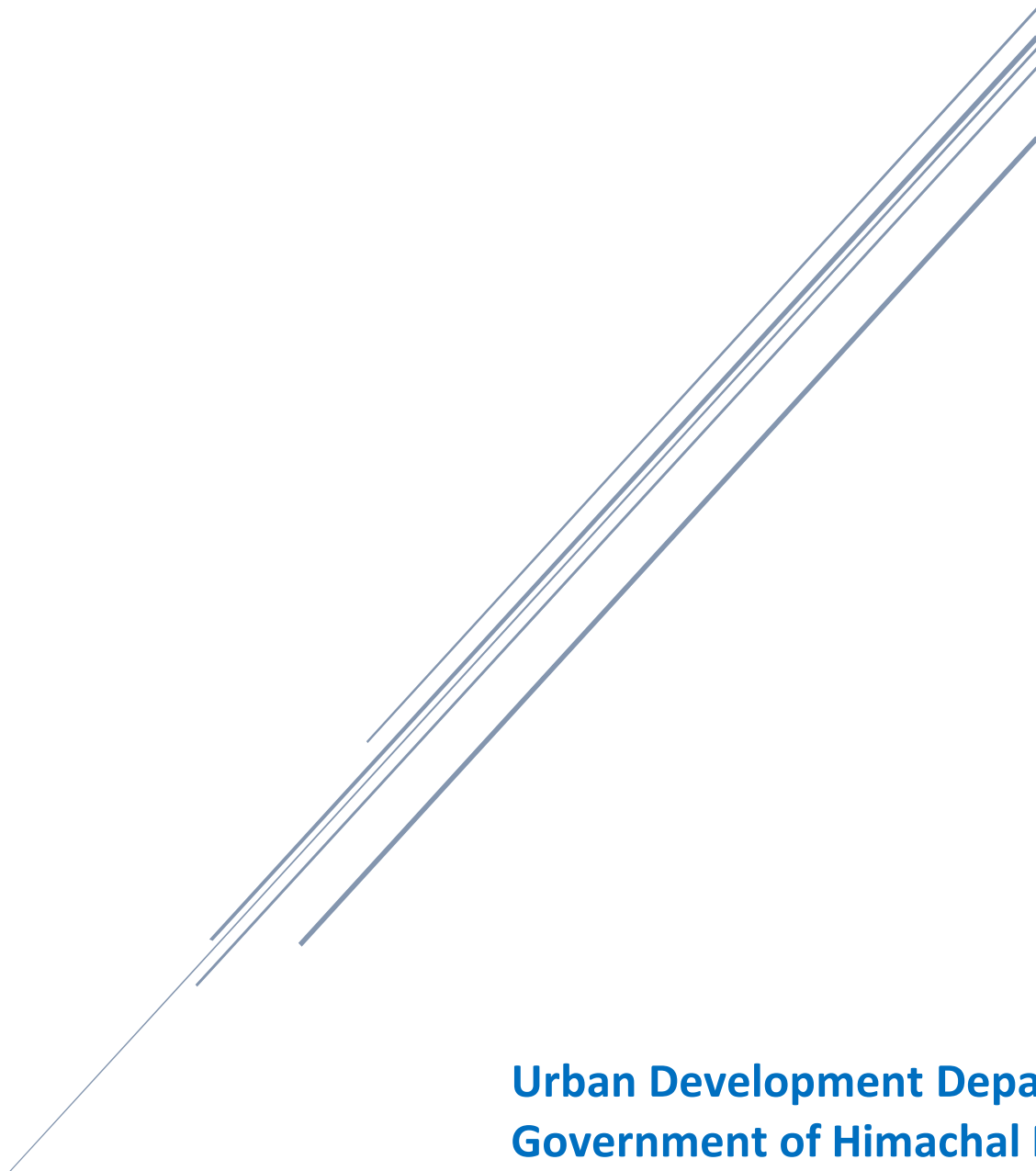


Procedure and Checklist for Registration of Marriage certificate



**Urban Development Department
Government of Himachal Pradesh**

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Application for Registration of Marriage Certificate

a) Checklist

- Resident proof
- Certificate from the priest who solemnized the marriage
- Bride Affidavit
- Bridegroom Affidavit
- Bridegrooms Age Proof Certificate
- Brides Age Proof Certificate
- Marriage Card
- Memorandum of Marriage
- Other Documents

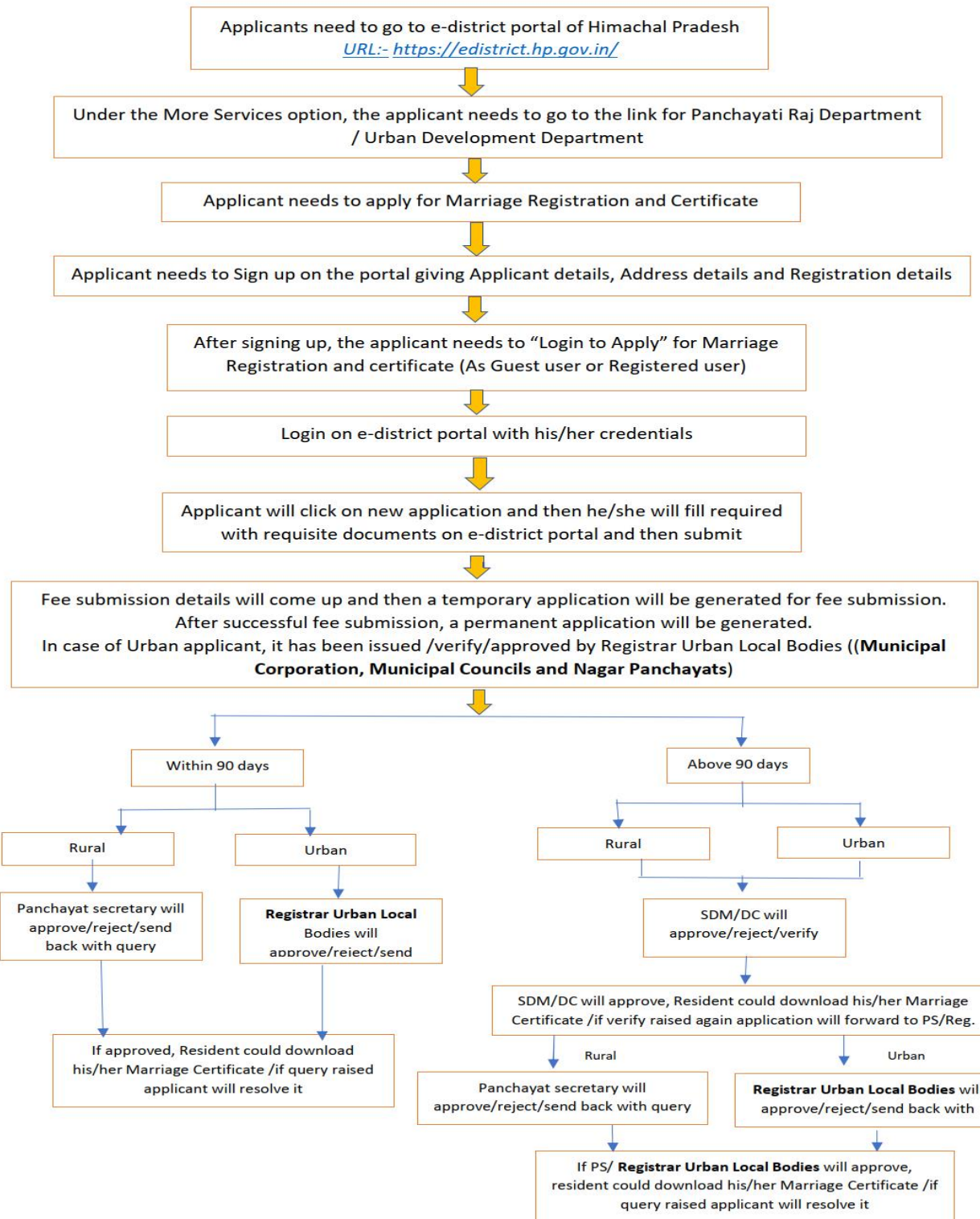
b) Procedure/ Service Delivery Process

- Applicants need to go to e-district portal of Himachal Pradesh URL:- <https://edistrict.hp.gov.in/>
- Under the More Services option, the applicant needs to go to the link of Panchayati Raj Department/Urban Development Department
- Applicant needs to apply for Marriage Registration and Certificate
- Applicant needs to Sign up on the portal giving Applicant details, Address details and Registration details
- After signing up, the applicant needs to “Login to Apply” for Marriage Registration and certificate (As Guest user or Registered user)
- Login on e-district portal with his/her credentials
- Applicant will click on new application and then he/she will fill required with requisite documents on e-district portal and then submit
- Fee submission details will come up and then a temporary application will be generated for fee submission. After successful fee submission, a permanent application will be generated.
- If applicant is from rural background, and he/she submitted within 90 days after marriage, the Registrar Urban Local Bodies (ULBs) (**Municipal Corporation, Municipal Councils and Nagar Panchayats**) will approve/reject/send back with query. If approved, Resident could download his/her Marriage Certificate /if query raised applicant will resolve it through online mode

- If applicant is from rural background, and he/she submitted application 90 days after marriage, SDM/DC will approve/reject/verify. SDM/DC will approve, Resident could download his/her Marriage Certificate /if verify raised again application will forward to PS/Reg.
- If approved, Resident could download his/her Marriage Certificate /if query raised applicant will resolve it through online mode.
- If applicant is from Urban background, Registrar ULBs (Municipal Corporation, Municipal Councils and Nagar Panchayats) will approve/reject/send back with query
- If approved, applicant could download his/her Marriage Certificate /if query raised applicant will resolve it through online mode

c) Service Delivery Process

Procedure for online registration of Marriage Certificate-Urban



d) Applicable Fees

- If applied within 30 days of Marriage, Government Fees for Non-BPL -: Rs 200
- If applied within 30 days of Marriage, Government Fees for BPL/IRDP -: Rs 25
- If applied within 30 to 90 days of Marriage, Government Fees for Non-BPL -: Rs 400
- If applied within 30 to 90 days of Marriage, Government Fees for BPL/IRDP -: Rs 50
- If applied after 90 days of Marriage, Government Fees for Non-BPL -: Rs 400
- If applied after 90 days of Marriage, Government Fees for BPL/IRDP -: Rs 50
- If applied Foreign of Marriage, Government Fees for Foreign -: Rs 1000.

e) Timelines:

- Timeline for service delivery are mandated under the HPPSG Act:

<http://ud.hp.gov.in/sites/default/files/documents/PSG%20ACT%20SERVICES%20NOTIFICATION%202016.pdf>