



Directorate of Civil Registration

1.0 Licensing a Place of Worship to celebrate Marriages

It is mandatory under the Marriage Act Cap 251, that all churches, denominations or bodies that wish to celebrate marriages under this law should get the buildings for those places of worship licensed by the Hon. Minister of Justice and Constitutional Affairs.

Requirements

1. An original application letter addressed to the MOJCA through the Registrar General from the church clearly indicating religious denomination, district, county, sub-county, parish and village of the church. Where the church is an affiliate of an already registered church, a recommendation letter from mother church.
2. A certified copy of the certificate of registration from either NGO board or Registrar of companies **or under the Trustees incorporation Act**
3. A certified copy of the church's land title or registered tenancy Agreement (if in a language other than English, this must be translated by the Makerere University Institute of Languages before submission)
4. Copies of the approved building plans of the church
5. Resumes, academic qualifications and valid identification of the proposed marriage celebrants
6. Selected photographs of the church's premises (interior and Exterior either black & white or coloured)
7. Inspection report from the Registrar of Marriages
8. Proof of payment of UGX 200,000

Every marriage celebrant or registrar at the districts, Churches, Mosques and Temples must remit revenue and file returns for all marriages celebrated or registered at the end of each month to the Registrar General at URSB.

Fees payable

UGX 35,000 where one of the two persons married is a Ugandan **or a refugee**
USD 35. **Where none of the persons married is a Ugandan or a refugee**

Guideline to clients

1. Write an application for licensing place of worship to celebrate marriages to the MoJCA through the Registrar of Marriages attaching requirements listed above
2. Get assessment form and make payments in the bank
3. Submit application letter, attachments and proof of payment to the office of the Registrar General
4. Wait for a call from URSB to pick license *collect license from URSB after 5 working days*
5. submit License to UPPC for a gazette
introduce register for licenses and correspondences with Secretary
6. Submit copy of Gazette to URSB (Civil Registry)
7. Submit monthly returns to the registrar of Marriages

2.0 Marriage in the Registrar's office after 21 days –Nationals, Non-Nationals & Refugees

Requirements

1. Intending couple should appear in person before the Registrar of Marriages for an interview. They should be single, above 18 years. This does not apply in case they are customarily married.
2. They should show up with the following:
 - Proof of nationality for example a voter's card, passport or National Identity Card
 - An LC 1 letter to prove residence in Kampala district
 - A passport size photograph
 - Registered Marriage affidavits that conform with S.10 of the Marriage Act
 - In case of foreign nationals, a letter from **their** Civil Registration or Vital Statistics Office confirming that the party is not married
3. Where parties are between 18 and 21 years, they should in addition to 2 above submit:
 - A birth certificate to prove parentage
 - A consent letter from the **parents** or guardian
 - A photocopy of the identification of the consenting authority

Refugees; - Refugee I.D - Bio Data from Office of the Prime Minister

4. The intending couple fills in a notice of marriage before a registrar and is given assessment forms to make payments at any bank of his choice. Clients can also make self-assessment from the URA portal on www.ura.go.ug.

5. The notice of marriage is pinned up on our notice board for 21 calendar days.
6. If there is no objection to the marriage, the ceremony takes place between after **21 days but before the expiry of 90 days** 21 and 90 days on Monday to Friday (working days) from 10 am to 4 pm.
7. If there is an objection, a caveat is placed and the matter is referred to court **by the Registrar of Marriages**

Fees payable

Fees payable: Ug shs 260,000 for Ugandans and Refugees USD 210 for Foreigners

Guidelines to clients

1. *Client picks list of requirements from Civil Registry or URSB website*
2. *Presents the following*
3. *Have an Interview with the Registrar of marriages*
4. *Makes the necessary payments upon **approval by Registrar of Marriages***
5. *Submits approved documents with proof of payment at reception and books date of marriage with Front desk officers into the marriage diary*
6. *After 21 days from date of approval, confirms marriage & date of marriage with marriage desk during which corrections (if any) are made and draft certificate reviewed*
7. *On marriage day, come with original identification documents of both couple and the witnesses*

3.0 FILING MARRIAGE RETURNS

3.1 Filing Customary Marriage Returns

1. Cover letter from the sub -county chief of the sub county where the marriage took place
2. A duly filled Form B (marriage certificate in the Format prescribed by law) signed and stamped by the sub county chief/ or certified copy of the same
3. Evidence of payments made in the bank

Registration fees

- UGX40,000/= If registration is made **after** 6months from date of customary marriage
- UGX20,000/= if registration is made **within** 6 months from date of customary marriage

Guideline to clients

1. *Submit letter, certified returns, evidence of payment at the RG's office to Registrar for verification*
2. *Pick acknowledgement from front Desk Level 4 same day service*

3.2 Filing District Marriage Returns

Requirements

1. Cover letter from Registrar **who conducted the marriage** (signed and stamped) **not necessarily registrar who conducted the marriage**
2. Certified copy of marriage certificate with the pictures attached
3. Certified copy of Notice of Marriage Form
4. Certified copy of Form for certificate details
5. Copies of **registered** affidavits for both Bride and Groom
6. Certified Copy of the LC1 letters of both Bride and Groom
7. Copies of national IDs of the couple and their witnesses or any other valid identification documents for non Ugandans
8. Copy of letter of consent from parents of either couple who is under 21 years of age
9. Evidence of payments made into the consolidated fund account/URA portal
10. **Single status letter for non Ugandans**

Fees

UGX 260,000/= for Ugandans less 25,000/= for Certificate of payments if the certificates were bought from URSB

USD 260\$ for non Ugandans and less the price of the certificate if that used was bought from URSB

Guidelines

1. *The Chief Administrative Officer of the Marriage District writes cover letter to the Registrar General submitting returns*
2. *The letter and certified copies (certified by the CAO) of all documents submitted prior to the celebration of marriage and receipt of payments made to URA are submitted to the Office of the **Registrar General ursb***
3. *The CAO receives acknowledgement of the returns from the **Registrar General ursb***

3.3 Filing Marriage Returns from churches

Only Returns/Form F's from duly licensed and gazetted places of worship are registrable. These returns should be filed on a monthly basis.

1. Cover letter from FBO where the marriage was conducted (signed and stamped)
2. Duly filled and signed Form F (should also be stamped)
3. Evidence of payments

Fees

UGX35, 000/= for Nationals **and refugees**

USD35\$ for Foreign

Guidelines

It is a statutory requirement for every licensed and gazetted FBO conducting marriages to submit a monthly return of each marriage celebrated before the 10th Day of the next month by way of filing a Form F as indicated in the schedules.

1. The celebrant enters the details of each marriage celebrated into the Marriage Register Book
2. The celebrant extracts the details listed below for each couple from the marriage register onto the **Form F**
 - Name of the church
 - Date of Marriage
 - Marriage Certificate Number
 - Name of Groom and Bride
 - The age of Groom and Bride
 - The Condition of the Groom and Bride before the marriage (here state whether Spinster, Bachelor, Widow, widower or Divorcee).
 - The Occupation of the Groom and Bride at the time of the Marriage
 - Place of residence of the couple at the time of marriage
 - The name and occupation of the fathers of the groom and the bride. If they are deceased this should be stated.
 - Date of entry of the marriage into the marriage register,
 - Name and Signature of the marriage Celebrant
 - Stamp or seal of the church
3. Make assessment for payment on the URA portal (done at any Bank and/or URSB offices at Ugx.35,000/= Nationals or USD35\$ for Non-nationals)
4. Proceed to make payments at the bank of your choice
5. Write cover letter accompanying the returns; please indicate number of returns, period of return and total amount paid and attach the receipt of payment (got from the bank). Submit together with the Form Fs to any URSB office countrywide
6. Receive an acknowledgement of the returns filed within 2 hours of submission.

3.4 Filing Marriage Returns by Muslims

1. Cover letter from umbrella body under which the mosque where the marriage was conducted subscribes e.g **UMSC , Kibuli Mosque, Tablique, Ismalia etc** (signed and stamped)
2. Duly filled and signed (should also be stamped) or certified copies of marriage certificate.
3. Photocopy of identification document of the couple,
4. Evidence of payments

Fees

UGX 35, 000 **per copy** for Nationals **refugees**

USD 25 **per copy** for Foreign

Guidelines

1. *The client or representative of a place of worship submits the above requirements at the front desk of Civil Registry URSB*
2. *The client receives acknowledgement of receipt of the returns*

3.5 Filing Marriage Returns by the HINDU faith

1. Cover letter from the **Temple** where the marriage was conducted
2. Duly certified copies of marriage certificate
3. Photocopy of identification document of the couple,
4. Evidence of payments

Fees

UGX 35, 000 **per copy**, Nationals **refugees**

USD 25 **per copy**, for Foreigners

Guidelines

1. *The client or representative of a place of worship submits the above requirements at the front desk of Civil Registry URSB **verification done by registrar for quality assurance***
2. *The client receives acknowledgement of receipt of the return*

4.0 Acquiring a Single Status Letter

1. Must be a Ugandan
2. **LC 1 letter from place of residence. Rethink relevance**
3. Certified copy of birth certificate, certified by the **National Identification and Registration Authority** (to prove parentage).
4. Photocopy of passport and national ID for the applicant to prove nationality.
5. Copy of national ID or passport for one of the parents/**guardian or nearest relative**
6. Registered Statutory declarations of the applicant stating that he/she is single
7. Registered Statutory declarations of one of **the applicant's parents or guardian or nearest relative** stating that the son / daughter is single

Fees

UGX 25, 000 shillings. The letter is issued to Ugandans only.

Guidelines

1. *The client submits request to URSB offices attaching all the above requirements (including proof of payment)*
2. *Waits for a call to pick the letter from the secretary to Director Civil Registry in 30 minutes*

5.0 Acquiring a Special Licence

5.1 Special license waiving 21 days' notice period for civil marriage at URSB

Requirements

1. Written Request by couple (ordinary letter) addressed to Hon. Minister Of Justice and Constitutional Affairs through the Registrar General
2. One of the parties to the marriage should be resident in Kampala.
3. Affidavit in support of request with details stating why the license should be granted. The affidavits should be registered with the Registrar of Documents.
4. Documentary evidence to support the reasons stated in the affidavit.
5. Copies of valid passports or National ID for Ugandan, or a refugee ID in the case of refugees.
6. Proof of residence in Kampala
7. Proof of payment of the prescribed fees
8. One passport photo each
9. Proof of marital status from the country of origin, where one of the parties to the marriage is non Ugandan. Translation from Makerere University Institute of language in case such proof is not in English

Fees

Marriage fees

UGX 260,000 where one of the applicants is a Ugandan or a Refugee

USD 210 where none of the applicants is a Uganda or a refugee

License fees

UGX300, 000 shillings where one of the applicants is Ugandan

USD 200 where none of the applicants is Ugandan

Guidelines

1. *Client makes written request to the Hon. Minister for Justice through the Registrar of Marriages*
2. *Attaches registered affidavits and documents in support of his/her claim*
3. *A notice form completed and signed by one of the parties*
4. *Proof of residence of each of the parties*
5. *A copy of the valid passport, Refugee ID or a national ID (for Ugandans)*
6. *One passport photo for each of the parties*
7. *Proof of payment of the prescribed fees*
8. *Proof of marital status from the country of origin, where one of the parties to the marriage is non Ugandan. Translation from Makerere University Institute of language in case such proof is not in English*
9. *Application will be reviewed by the Registrar of Marriages and if in order, forwarded to the Hon. Minister of Justice and Constitutional Affairs through the Registrar General for consideration.*
10. *Client will be called to collect license within 5 working days*

5.2 Special license waiving 21 days' notice period for civil marriage at office of the CAO

Requirements

1. *Written Request by CAO to the Hon. Minister for Justice through the Registrar of Marriages.*
2. *One of the parties to the marriage should be a resident of that district where the marriage is proposed to take place. (LC1 letters for both)*
3. *A marriage notice form completed and signed by one of the parties to the marriage*
4. *Affidavit in support of request with details stating why the license should be granted. The affidavits should be registered with the Registrar of Documents.*
5. *Documentary evidence to support the reasons stated in the affidavits*
6. *Copies of valid passports or National ID for Ugandan, or a refugee ID in the case of refugees.*
7. *Proof of residence*

8. Proof of payment of the prescribed fees
9. One passport photo each
10. Proof of marital status from the country of origin, where one of the parties to the marriage is non Ugandan. Translation from Makerere University Institute of language in case such proof is not in English

Fees

Marriage fees

UGX 260,000 where one of the applicants is a Ugandan or a Refugee

USD 210 where none of the applicants is a Uganda or a refugee

License fees

UGX300, 000 shillings where one of the applicants is Ugandan

USD 200 where none of the applicants is Ugandan

Guidelines

1. *The Chief Administrative officer of the district forwards the application for a special to the Hon. Minister for Justice through the Registrar General*
2. *Attaches certifies copies of the following documents-:*
 - *Registered affidavits and documents in support of the couple's claim*
 - *A notice form completed and signed by the parties*
 - *Proof of residence of each of the parties*
 - *A copy of the valid passport, Refugee ID or a national ID (for Ugandans)*
 - *Proof of marital status from the country of origin, where one of the parties to the marriage is non Ugandan. Translation from Makerere University Institute of language in case such proof is not in English*
 - *One passport photo for each of the parties*
 - *Proof of payment of the prescribed fees*
3. *Application will be reviewed by the Registrar of Marriages and if in order, forwarded to the Hon. Minister of Justice and Constitutional Affairs through the Registrar General for consideration.*
4. *Chief Administrative Officer will be notified to collect license from URSB within 5 working days.*

5.3 Special license waiving 21 days' notice: Religious Marriage

Requirements

1. Request letter written by Couple (ordinary letter)
2. Letter by the church stating among others that they will conduct the marriage if license is granted
3. Copy of the gazette publication of the Church's license to celebrate marriages.
4. Copies of valid passports, refugee IDs or National IDs (for Ugandans)
5. Registered Affidavits sworn by the couple in support of request with details stating why they are not in position to wait for the notice period. The affidavits should be registered with the Registrar of Documents.
6. Documents to support the reasons stated in the affidavits eg payments receipts).
7. Proof of payment of the prescribed fees

Fees

License fees

UGX300, 000 shillings where one of the applicants is Ugandan

USD 200 where none of the applicants is Ugandan

Guidelines

1. *Client makes written request to the Hon. Minister for Justice through the Registrar of Marriages with the following documents attached-:*
 - *Registered affidavits and documents in support of the couple's claim.*
 - *Proof of payment of the prescribed fees.*
 - *Letter by the church stating among others that they will conduct the marriage if license is granted*
 - *Copies of valid passports, refugee IDs or National IDs (for Ugandans)*
 - *Copy of the gazette publication of the Church's license to celebrate marriages.*
2. *The entire application will be reviewed by the Registrar of Marriages and if in order, forwarded to the Hon. Minister of Justice and Constitutional Affairs through the Registrar General for consideration.*
3. *Client will be called to collect license within 5 working days*

5.4 Special license gazetting Venue for wedding: Civil Marriage by URSB

Requirements

1. The 21 days' notice should have been published and there should have been no objection to the intended marriage.
2. Written Request by couple (ordinary letter)
3. Marriage notice form completed and signed by one of the parties to the marriage
4. Affidavit in support of request with details stating why the license should be granted.
The affidavits should be registered with the Registrar of Documents
5. Documents to support the reasons stated in the affidavits eg payments receipts).
6. Proof of residence of the parties
7. Copies of valid passports, refugee IDs or National IDs (for Ugandans)
8. Proof of payment of the prescribed fees
9. Proof of marital status from the country of origin, where one of the parties to the marriage is non Ugandan. Translation from Makerere University Institute of language in case such proof is not in English

Fees

Marriage fees

UGX 260,000 where one of the applicants is a Ugandan or a Refugee

USD 210 where none of the applicants is a Uganda or a refugee

License fees

UGX300, 000 shillings where one of the applicants is Ugandan

USD 200 where none of the applicants is Ugandan

Guidelines

1. *Client makes written request to the Hon. Minister for Justice through the Registrar of Marriages*
2. *Attaches registered affidavits and documents in support of their claim*
3. *Attaches proof of payment of the prescribed fees to request*
4. *The completed marriage notice form and the documents in support of the notice that were submitted to the Registrar of Marriages will be attached.*

5. *The entire application will be reviewed by the Registrar of Marriages and if in order, forwarded to the Hon. Minister of Justice and Constitutional Affairs through the Registrar General for consideration.*
6. *Client will be called to collect license after 5 working.*

5.5 Special license gazetting Venue for wedding: Civil Marriage by Chief Administrative Officer (CAO)

Requirements

1. The 21 days' notice should have been published by the CAO of the District and there should have been no objection to the intended marriage.
2. Request letter written by Couple (ordinary letter)
3. Forwarding letter by CAO to Hon Minister through Registrar General.
4. Certified copies of the following documents (certified by the CAO of the particular district)-:
 - Marriage notice form completed and signed by one of the parties to the marriage
 - Proof of residence of the parties
 - Copies of valid passports, refugee IDs or National IDs (for Ugandans)
 - Registered Affidavits sworn by the couple in support of request with details stating why the license should be granted The affidavits should be registered with the Registrar of Documents
 - Documents to support the reasons stated in the affidavits eg payments receipts).
 - Proof of marital status from the country of origin, where one of the parties to the marriage is non Ugandan. Translation from Makerere University Institute of language in case such proof is not in English
 - Proof of payment of the prescribed fees

Fees

Marriage fees

UGX 260,000 where one of the applicants is a Ugandan or a Refugee

USD 210 where none of the applicants is a Uganda or a refugee

License fees

UGX300, 000 shillings where one of the applicants is Ugandan

USD 200 where none of the applicants is Ugandan

Guidelines

1. *Client makes written request to the Hon. Minister for Justice through the CAO and through the Registrar of Marriages*
2. *Request is officially forwarded by Chief Administrative officer to the Hon. Minister for Justice through Registrar General with certified copies of the following documents-:*
 - *Registered affidavits and documents in support of the couple's claim*
 - *Proof of payment of the prescribed fees.*
 - *Marriage notice form completed and signed by one of the parties to the marriage.*
 - *Proof of residence of the parties.*
 - *Copies of valid passports, refugee IDs or National IDs (for Ugandans)*
 - *Proof of marital status from the country of origin, where one of the parties to the marriage is non Ugandan. Translation from Makerere University Institute of language in case such proof is not in English*
3. *The entire application will be reviewed by the Registrar of Marriages and if in order, forwarded to the Hon. Minister of Justice and Constitutional Affairs through the Registrar General for consideration.*
4. *Client will be called to collect license within 5 working days*

5.6 Special license gazetting Venue for wedding: Religious Marriage church

Requirements

8. *The banns of marriage should have been published in the church for 21 consecutive days and there should have been no objection to the intended marriage.*
9. *Request letter written by Couple (ordinary letter)*
10. *Letter by the church stating among others that-:*
 - *Banns have been read for 21 days and there has been no objection.*
 - *They will conduct the marriage if license is granted*

11. Copy of the gazette publication of the Church's license to celebrate marriages.
12. A copy of the marriage banns of the couple.
13. Copies of valid passports, refugee IDs or National IDs (for Ugandans)
14. Registered Affidavits sworn by the couple in support of request with details stating why the license should be granted. The affidavits should be registered with the Registrar of Documents.
15. Documents to support the reasons stated in the affidavits eg payments receipts).
16. Proof of payment of the prescribed fees

Fees

License fees

UGX300, 000 shillings where one of the applicants is Ugandan

USD 200 where none of the applicants is Ugandan

Guidelines

4. *Client makes written request to the Hon. Minister for Justice through the Registrar of Marriages with the following documents attached-:*
 - *Registered affidavits and documents in support of the couple's claim*
 - *Proof of payment of the prescribed fees.*
 - *Letter by the church stating among others that-:*
 - Banns have been read for 21 days and there has been no objection.*
 - They will conduct the marriage if license is granted*
 - *Copies of valid passports, refugee IDs or National IDs (for Ugandans)*
 - *Copy of the gazette publication of the Church's license to celebrate marriages.*
 - *A copy of the marriage banns of the couple.*
5. *The entire application will be reviewed by the Registrar of Marriages and if in order, forwarded to the Hon. Minister of Justice and Constitutional Affairs through the Registrar General for consideration.*
6. *Client will be called to collect license within 5 working days*

6.0 Having a marriage document Certified

The document must **be in the custody of** the Registrar of Marriages Uganda Registration Services Bureau.

1. Photocopy of the document
2. Evidence of Payment of search fees and certification fees
3. Certification done by registrar

Fees

a) Search fees

UGX 25, 000 where the applicant is a Ugandan or a Refugee

USD 20 where the applicant is a foreigner

b) Certification fees

UGX 35, 000 per copy, where the applicant is a Ugandan or a Refugee

c) USD 20 per copy, where the applicant is a foreigner

Guidelines

1. The client submits request with evidence of payment attached to the front desk of the **Directorate of Civil Registration currently 4th Floor Georgian House to URSB**
2. After 4 hours returns to pick the certified document from the front desk

6.0 Carrying out a search on Marriage document

1. Make a request either in writing or fill search form. (develop template for search request form)
2. Where possible attach Photocopy of the document
3. Attach Evidence of Payment

Fees

UGX 25, 000 where the applicant is a Ugandan or a Refugee

USD 20\$ where the applicant is a foreigner

Guidelines

1. The client submits written request with evidence of payment attached to the **Front Desk Office at Level 4**
2. Waits for a call from URSB to pick the response to the search (use time stated in client charter)
3. Or if the request was by Search Form, Client submits the request on Level Four Reception and gets search results after 4 hours.

