



Department of Registration and Stamps

Government of Maharashtra

MARRIAGE REGISTRATION 2.0 User Manual



Marriage Registration 2.0 User Manual





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	V0.1			
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	V0.2			
3.	Marriage Registration 2.0			07/07/23
	V0.3			
4.	Marriage Registration 2.0			30/08/23
	V0.3			





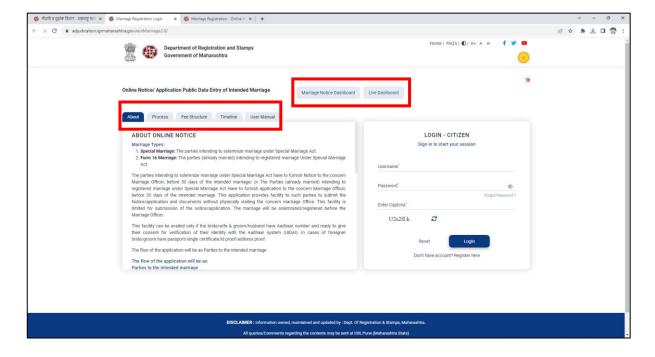
1.0 Homepage

We need to go to the website of the Department of Registration and Stamps https://igrmaharashtra.gov.in/

In the 'Online Services' section, we see the 'Marriage Registration' tab. Click on the 'Marriage Registration 2.0' link to go to the homepage of the marriage registration application.



There are many tabs as well as the login section on the homepage of the marriage registration portal as displayed in the image below.

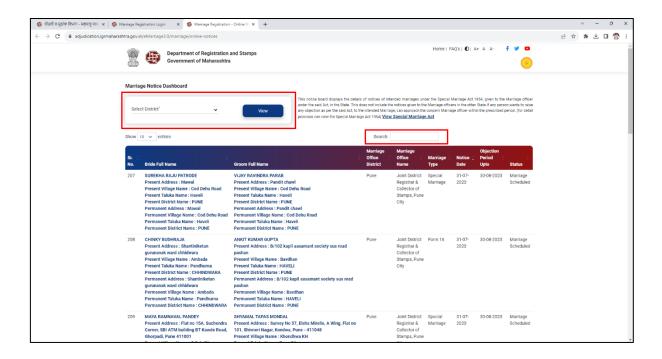






1.1 Marriage Notice Dashboard

Here in the Marriage Notice dashboard, we can see the applied applications. These applications are displayed only if the parties have given their consent. We can see the details of the bride and groom. The particulars like Marriage Office District, Marriage Office Name, Marriage Type, Notice Date, Last Date of making Objection, and Application Status are displayed. You can find the application you want by using the search field. If you select the district and click on the view button, you will see only the applications from that district on the screen.

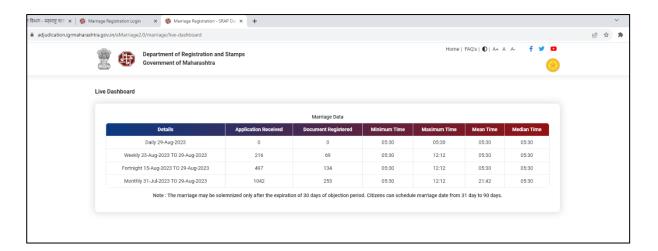






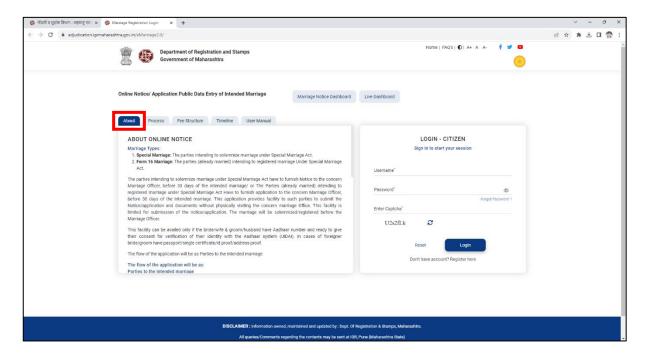
1.2 Live Dashboard

We can see live marriage data by clicking on the 'Live Dashboard' tab. Various details like the number of Applications Received and the number of Documents Received, Minimum Time, Maximum Time, Mean Time, and Median Time are shown on the screen as shown in the image.



1.3 About

The 'About' section provides information about online notices. It contains types of marriages, process flow, and other important aspects.

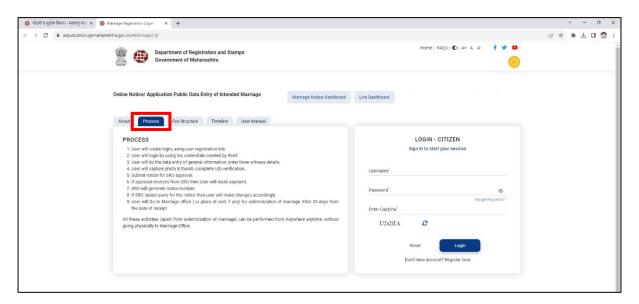






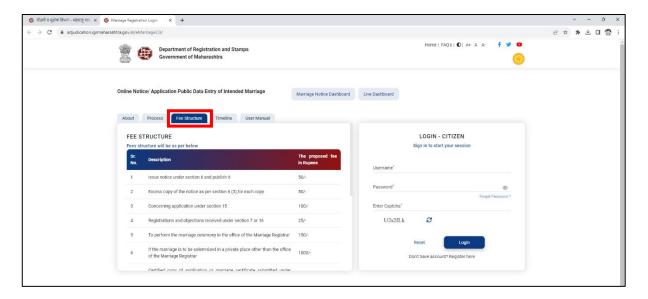
1.4 Process

In the 'Process' section, we are briefly told the steps of the process. These steps should be read carefully so that we face no problems while using the system.



1.5 Fee Structure

In the 'Fee Structure', information is given about the required fee for each operation.

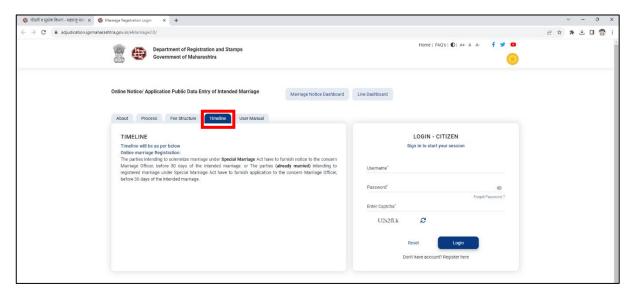






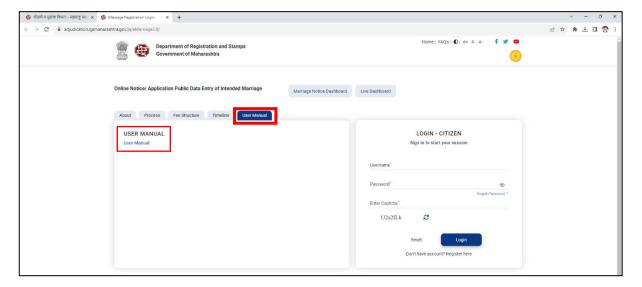
1.6 Timeline

In the 'Timeline' section, information about the duration required for marriage registration is given.



1.7 User Manual

The Manual is attached here to assist the users while using the application.

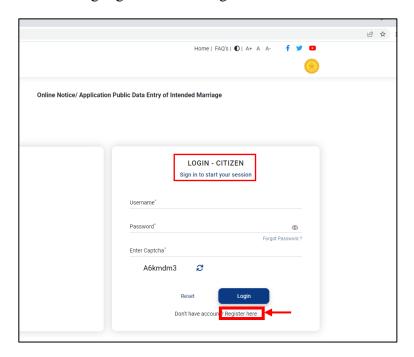






2.0 User Registration

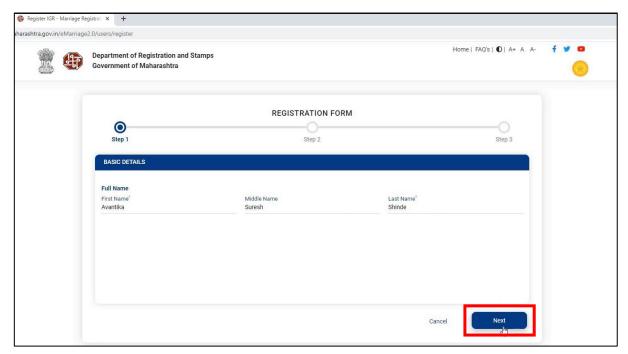
To log into the application, the user needs to make the registration and create a profile. Click on the 'Register Here' link highlighted in the image.



2.1 Registration Form

Step 1- Basic Details

In the 'Basic Details' section, we need to enter the First, Middle, and Last Name and click on the 'Next' button.





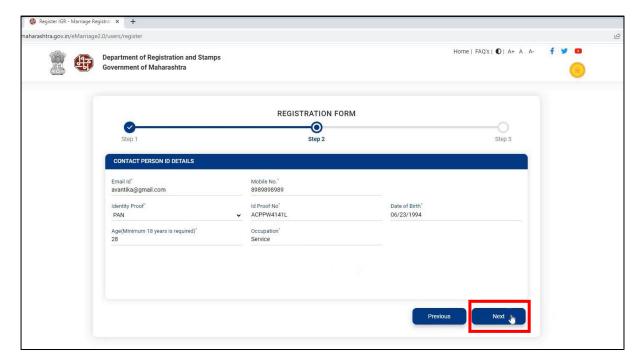


Step 2- Contact Person ID Details

In this step, we need to add the ID Details

- 1) Enter the Email ID
- 2) Enter Mobile Number
- 3) Select Identity proof from the dropdown- PAN/Aadhaar/Driving License/Voter ID/Bar Association
- 4) Enter the ID proof Number
- 5) Enter/Select the Date of Birth from the calendar, the age will be calculated accordingly
- 6) Enter the Occupation

After entering all the necessary information, click the 'Next' button.





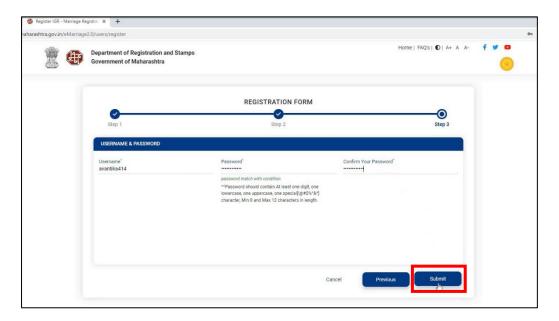


Step 3- Username and Password

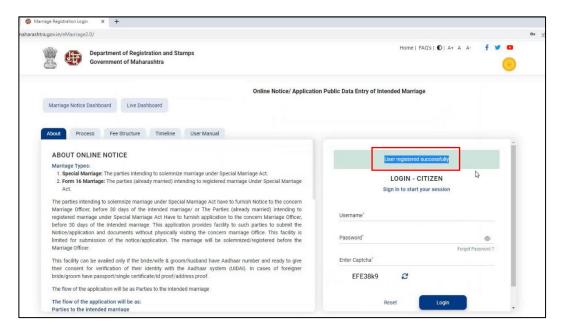
In this step, we create a username and password for the account

- 1) Enter Username for the profile
- 2) Enter the Password for your profile (Password must contain 8 to 12 characters consisting of a lowercase letter, a capital (uppercase) letter, a number, and a Special Character)
- 3) Confirm the password by re-entering it.

After entering all necessary fields, click on the 'Submit' button.



We will be notified that the user registration is successful as shown in the image.



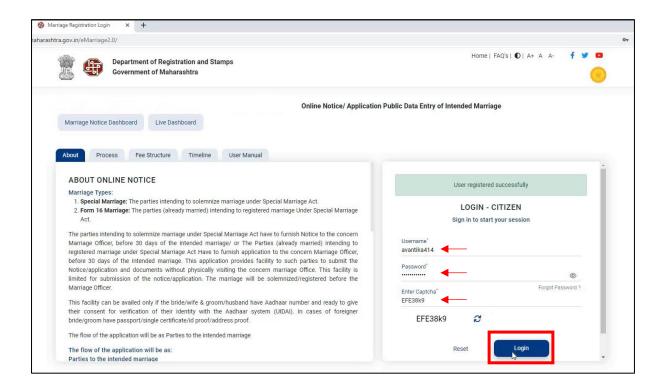




2.2 Login

To log in we need to follow the steps stated below

- 1) Enter the Username that has been created
- 2) Enter the Password created for the profile
- 3) Enter the text shown in the image (to change the image we can click on the 'Reset' symbol)
- 4) Then click on the 'Login' Button to enter the application







3.0 Dashboard

Here we can see two tabs- Pending at Marriage Officer and Download Marriage Certificate. The sidebar menu contains links like- New Notice (Application), Application List, and Certificate Copy.







4.0 New Notice (Application)

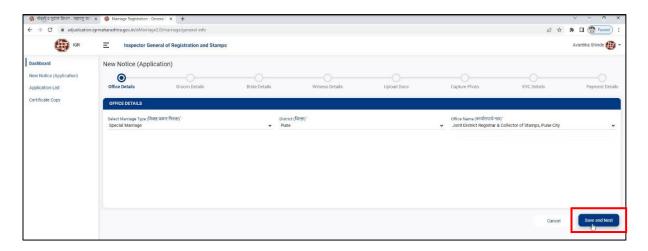
To create a new application for marriage registration, we need to click on the 'New Notice (Application)' link from the sidebar menu.



Step 1- Office Details

In this step, we need to follow the details stated below-

- 1) Select the Marriage type- Special Marriage or Form 16 Marriage
- 2) Select District from the dropdown
- 3) Select the Office name
- 4) Click on the 'Save and Next' button



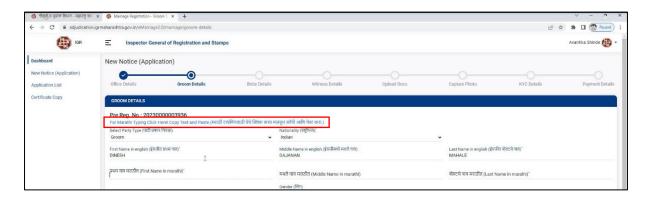


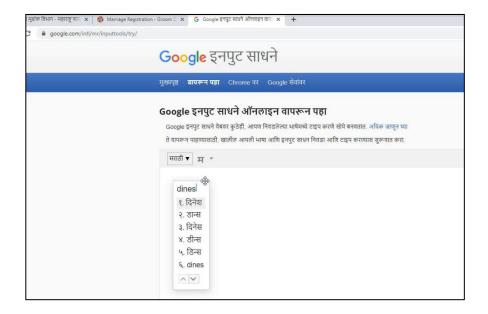


Step 2- Groom Details

In this section, we add the details of the groom.

- 1) Select Party Type- Groom is selected by default
- 2) Select Nationality- Indian/Foreigner
- 3) Enter the first, middle, and last name of the groom in English (Only Capital Letters are typed)
- 4) Enter the first, middle, and last name of the groom in Marathi is auto-generated. If there are errors, we can use the link highlighted in the image to type the name in Marathi.



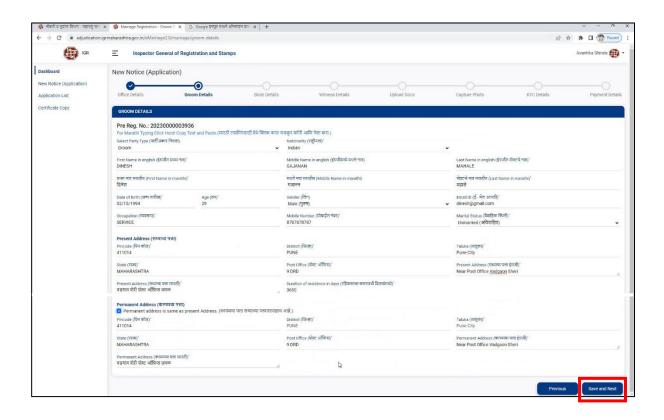


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- 5) Enter or Select from the calendar the date of birth, the age will be auto-calculated
- 6) Gender- Male is selected
- 7) Enter email ID
- 8) Mention Occupation
- 9) Mention the Mobile Number
- 10) Select Marital Status- Unmarried/Widower/Widows/Divorcee
- 11) In the Present Address section, enter the PIN Code then the District, Taluka, State, and Post Office fields will get auto-filled. Enter the Address in English and Marathi (auto-generated) in the respective fields. Mention the Duration of residence at the present address in days
- 12) If the permanent address is the same as the present address, then check the box in the Permanent Address section. The data will be auto-fetched. If not, then enter the details as mentioned in point 11.
- 13) After entering all the information, click on the 'Save and Next' button

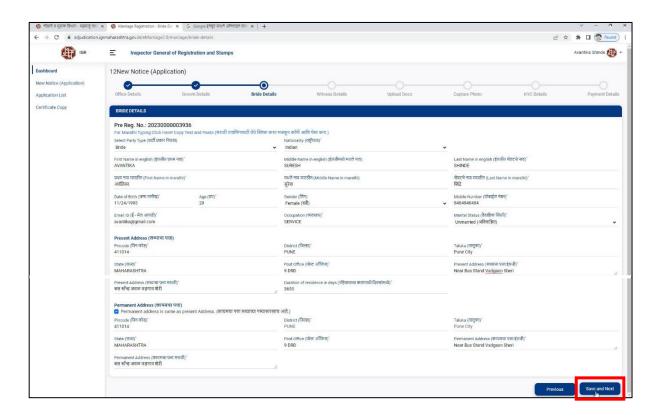






Step 3- Bride Details

In this section, we add the details of the bride. All the fields here are the same as we have covered in <u>Step 2 (Groom Details)</u>. Follow the same steps and after entering all the fields, click on the 'Save and Next' button.





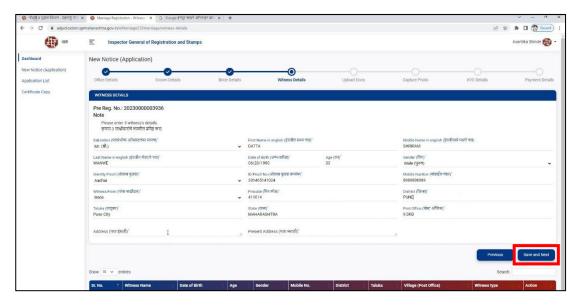


Step 4- Witness Details

In this section, we add the details of the Witnesses. We need to add a minimum of 3 witnesses.

- 1) Select Salutation- Mr./Mrs./Miss
- 2) Enter First Name, Middle Name, and Last Name in English (Only Capital Letters are typed)
- 3) Select date of birth, age will be auto-filled accordingly
- 4) Select the gender
- 5) Select ID proof from the dropdown- Aadhaar, Driving License, Voter ID, Bar Association
- 6) Enter the ID proof number
- 7) Enter Mobile Number
- 8) Select from which party the witness is enrolling i.e., Bride or Groom
- 9) Enter the PIN code and District, Taluka, State, and Post Office will get auto-filled
- 10) Mention the present address in both English and Marathi in respective fields

After entering the information, click on the 'Save and Next' button. The added details will be displayed in the box at the bottom of the page. Enter the other two witness following the same steps.



Using the edit button here in the 'Action' column, we can edit the information and make the required changes.







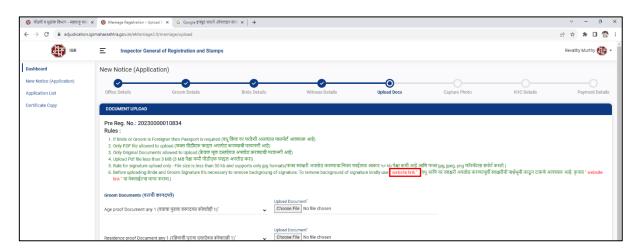
Step 5- Document Upload

In this section, we need to upload a few documents for both the broom and the bride.

We need to follow a few rules while uploading the documents-

- 1) If the Bride or Groom is a Foreigner then a Passport is required
- 2) Only PDF files are allowed to be uploaded
- 3) Only Original Documents are allowed to be uploaded
- 4) PDF size should be less than 3 MB
- 5) The rule for signature uploads only File size is less than 50 kb and supports only jpg, jpeg, and png format
- 6) Please note that before uploading the Bride and Groom's Signatures, remove the background of the signature. To remove the background of the signature kindly use the link highlighted in the image below-

Also, note that this is not a mandatory step. As the signature will appear on the certificate, removing the background from the signature image will make the certificate visually good.

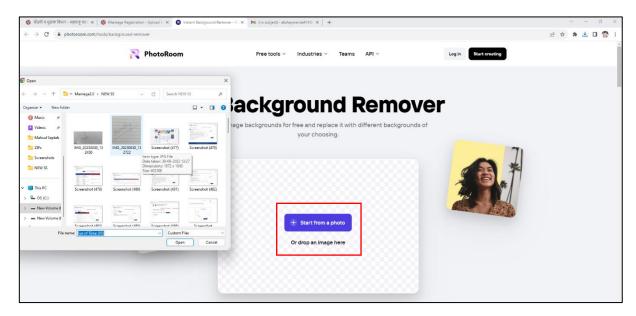




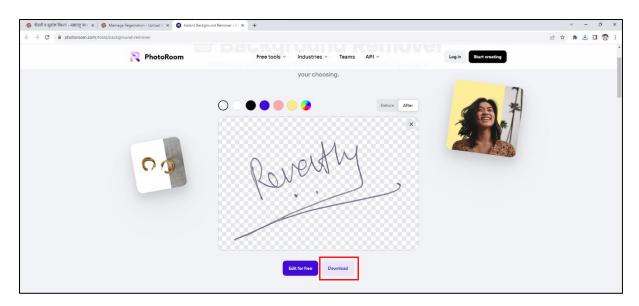


Removing Background from the Image-

- 1) Click on the highlighted link, and we will be redirected to the background remover portal- https://www.photoroom.com/tools/background-remover
- 2) Select or Drag the image to the workspace



3) The background will be removed. Download the generated image.







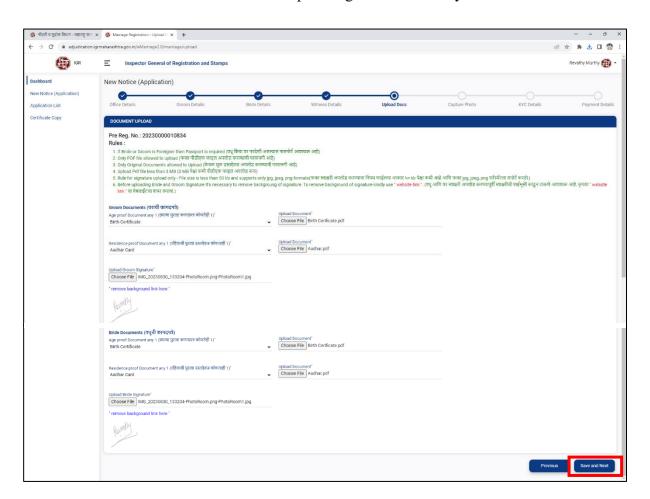
Groom Documents-

- 1) Select one age-proof document from the dropdown- Birth Certificate/Bonafide/SSC Exam Certificate/SSC School Leaving Certificate/Passport and upload the selected document
- 2) Select one residence proof document from the dropdown- Election Card/Passport/Company Residence Proof/Society Certificate/Leave & License (Registered)/Electricity Bill/Driving License/Aadhaar Card and upload the selected document
- 3) Upload the signature (in jpg, jpeg, or png format)

Bride Documents-

Perform the same steps followed for uploading the **Groom Documents**.

Click on the 'Save and Next' button after uploading all the necessary documents.







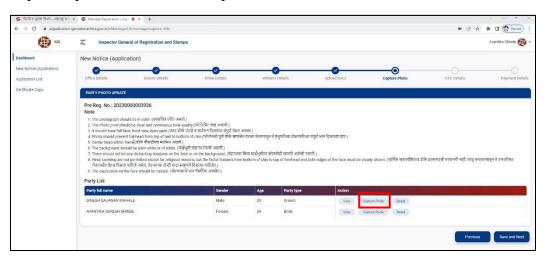
Step 6- Party Photo Update

In this step, we capture the photos of both parties. While performing this step we need to keep in mind the points stated below-

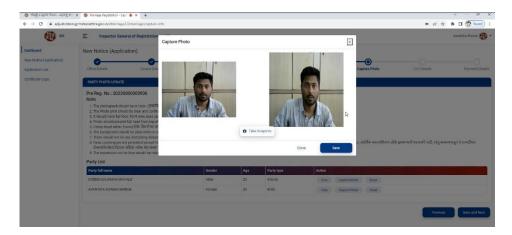
- 1) The photograph should be in color.
- 2) The photo print should be clear and with a continuous-tone quality.
- 3) It should have a full face, front view, and eyes open.
- 4) The photo should present a full head from the top of the hair to the bottom of the chin.
- 5) Centre head within the frame.
- 6) The background should be plain white or off-white.
- 7) There should not be any distracting shadows on the face or in the background.
- 8) Head covering is not permitted except for religious reasons, but the facial features from the bottom of the chin to the top of the forehead and both edges of the face must be clearly shown.
- 9) The expression on the face should be natural.

Follow the steps mentioned below-

1) To capture a photo, click on the 'Capture Photo' button



2) Click on the 'Take Snapshot' button and then Save the photo

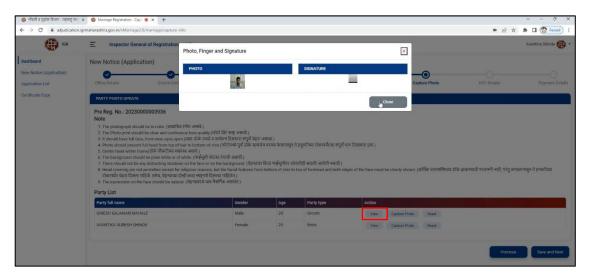






Follow the same steps to capture the photo of the remaining party.

If we click on the 'View' button, we will be displayed the captured photo and uploaded signature of the respective party



If we need to change the picture, we can click the 'Reset' button, capture the photo again, and save the same.





Once photos of both parties are captured, click on the 'Save and Next' button.

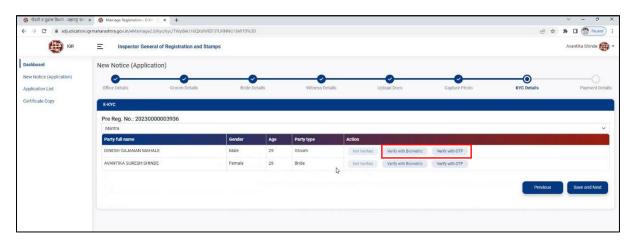






Step 7- e-KYC

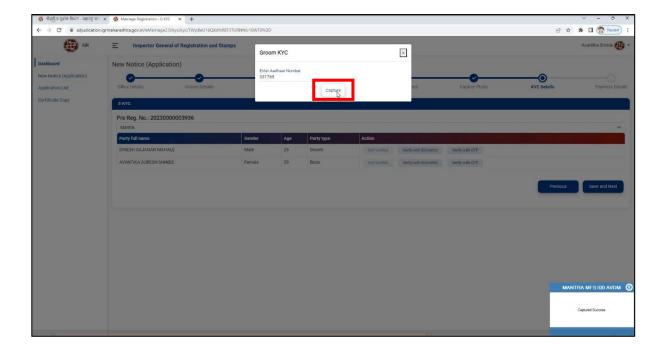
In this step, we need to perform the e-KYC verification of both parties. We can perform this by two means- with Biometrics and with OTP



1) Verify with Biometric

If we want to perform the e-KYC verification with the Biometric device we need to have a fingerprint scanner attached to the system.

Click on the 'Verify with Biometric' button. Enter the Aadhar Number and Click on the 'Capture' button and then put the finger on the biometric device.

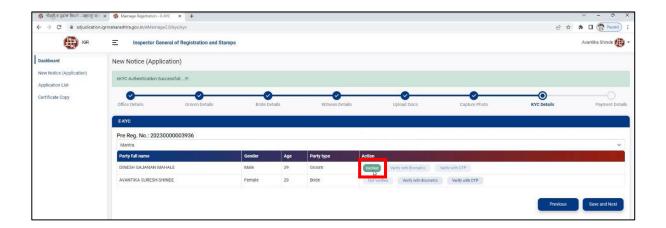






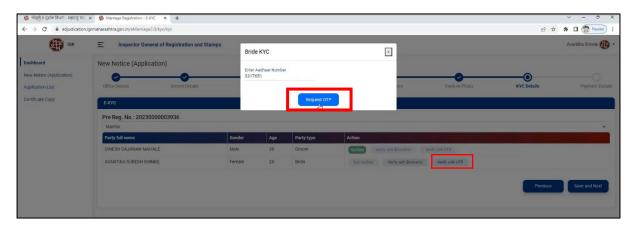
If the finger is successfully captured, we will be shown the web response on the screen. If the response the correct, click on the 'Yes' button and the verification will be completed.





2) Verify with OTP

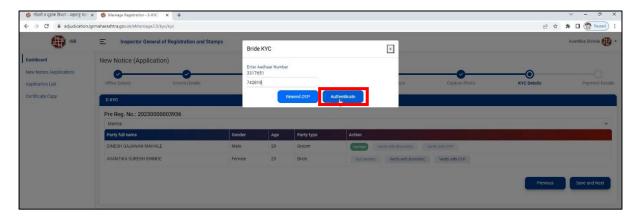
To complete the verification using the OTP option, click on the 'Verify with OTP' button. Enter the Aadhar Number and click the 'Request OTP' button.



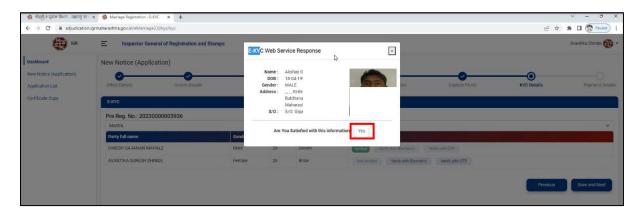




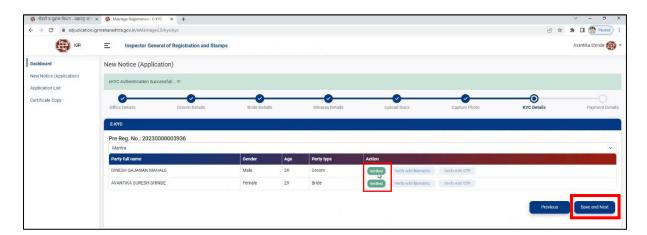
OTP will be received on the registered mobile number. Enter the OTP and click on the 'Authenticate' button.



We will be shown the web response on the screen. If the response the correct, click on the 'Yes' button and the verification will be completed.



Once the verification of both parties is completed, click on the 'Save and Next' button.

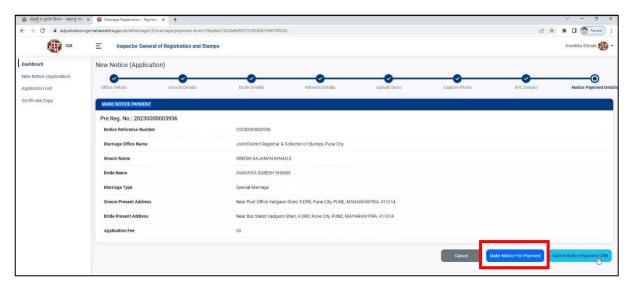






Step 8- Make Notice Payment

In this step, make the payment. If the payment is already made and we have the GRN Number, we can click on 'Submit Notice Payment GRN' and proceed further. To make the payment, click on the 'Make Notice Fee Payment' button.



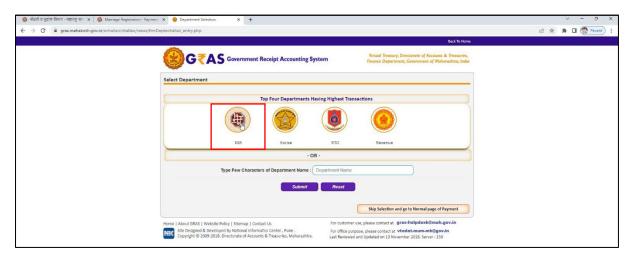
We will be redirected to the GRAS Portal. We proceed further and click on the 'Pay Without Registration' tab.



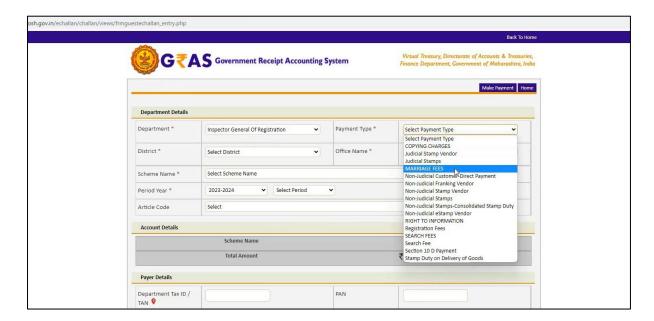




Select the IGR Department.



Select the Payment Type as Marriage Fees



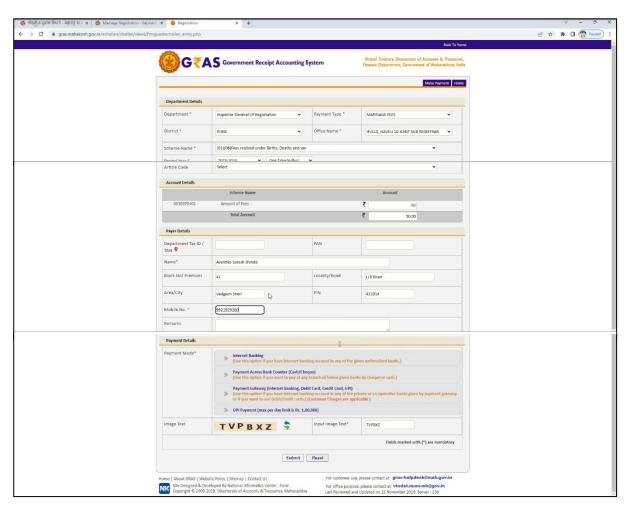
Now we need to enter the other information. Select the district and office name from the respective dropdowns. Select scheme, period year, Period. Then in the Amount details, enter the amount of fees. Then in the payer's details section, enter the Name of the payer, and enter the address and mobile number (GRN Number will be sent to this Mobile Number).

Select the Payment Mode- Internet Banking, Payment Across Bank Counter, Payment Gateways, or UPI Payment.

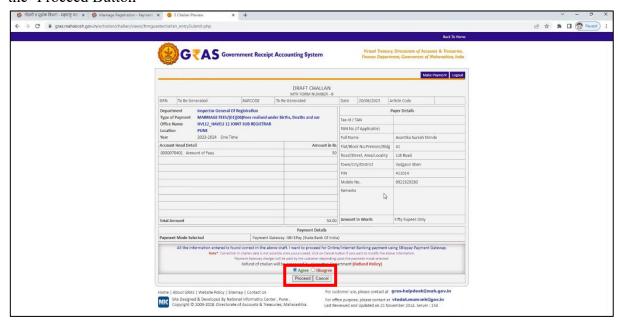




Enter the Image text and click on the 'Submit' button.



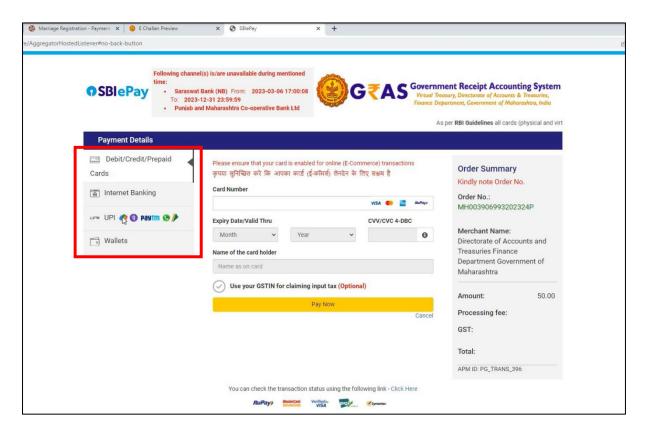
Draft Challan will appear on the screen as shown below. Check the 'Agree' box and click on the 'Proceed Button'



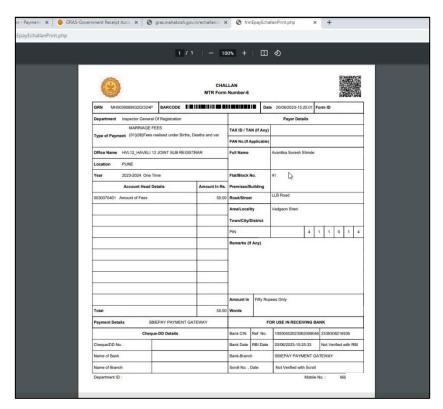




Complete the payment by any means as shown in the image.



The challan will be produced.



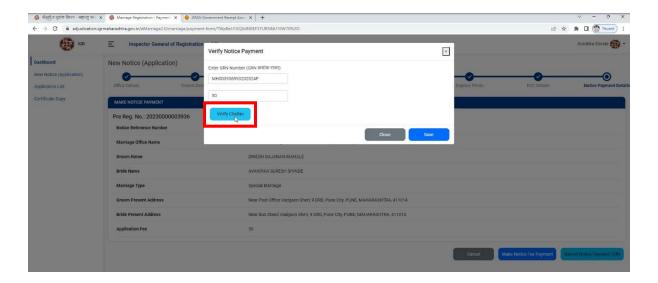




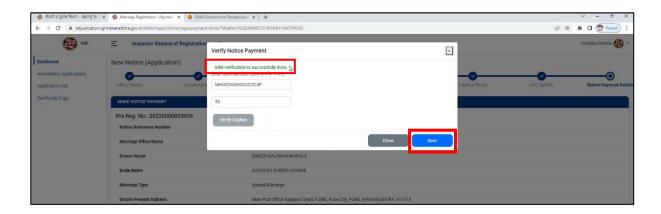
Now we need to go back to the Payment Page of the application and click on the 'Submit Notice Payment GRN' button.



Now we need to verify the Notice Payment. Enter the GRN Number and Fee amount and click on the 'Verify Challan' button.



We will be notified that the Challan Verification is Successful. Click on the 'Save' button to proceed.

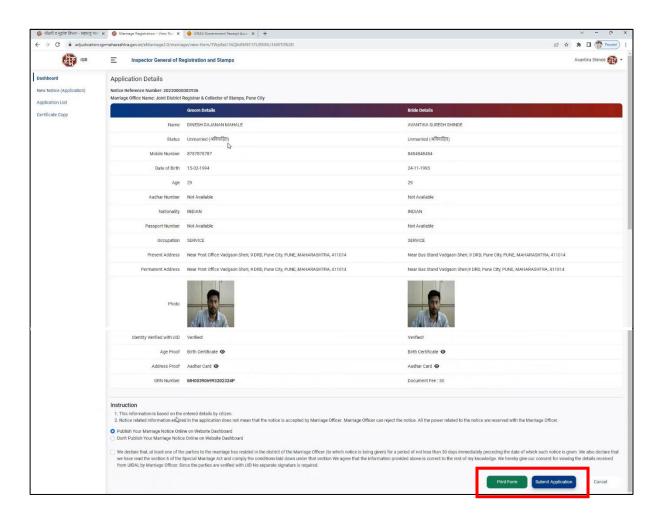






We will see the details of the Groom and Bride on the screen. At the bottom of the page, some instructions are given. We are asked whether we want to publish the notice on the website dashboard. Select the desired option then check the consent box for the declaration statement.

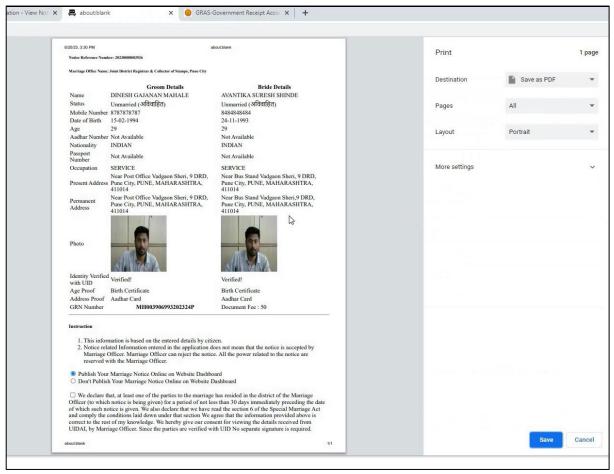
We can download and take the printout by clicking on the 'Print Form' button. To submit the application to the marriage officer, click on the 'Submit Application' button.



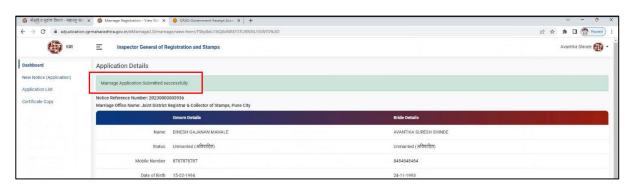


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We will be notified that the marriage application has been successfully submitted.



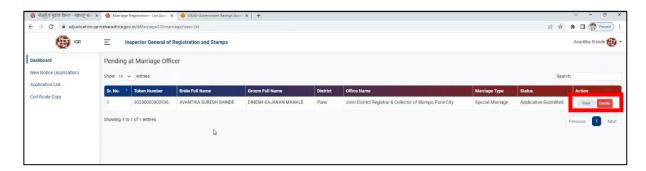






5.0 Application List

We can view the submitted application in the 'Application List' tab under the title- Pending at Marriage Officer. We can the various details and status of the application. We can view and delete the application by clicking on the buttons from the action column.



Now the Marriage officer can raise queries if found. If the Marriage Officer's Queries are not complied with within 15 Days from the Queried date, the application will be rejected automatically. In that case, the party needs to apply for fresh entry again.