ANNEXURE - B

General Operating Instructions

Citizen User Registration

- > The URL 'https:// should be explored using the browser.
- > The home page of Goa Marriage Registration portal is as below:





- 1. Organization Login: On click, user will be redirected to Organization Login Page. This module is accessed by the Registration Department User only.
- 2. Applicant Login: On click, user will be redirected to Applicant Login. Using Token ID, user can login to the portal. Token ID will be generated only when user registers him on the portal.
- 3. Application Registration: On click, user will be redirected to Sign up page of the portal. Using Name and mobile number, user can register on this portal.
- 4. Track Application: On click, user will be redirected to Login Page. User can see the status after login on the dashboard.

- 1. The user has to click 'Applicant Registration' link so as to register him on the portal.
 - The user has to read all the instructions carefully and tick the 'I Agree' box, marked as 1 and subsequently click on Proceed Button, marked as 2, as below:

			A
	cure 10.155.4.42/eMarriage/SignU	0	R M 8
		REGISTRATION DEPARTMENT (GOVERNMENT OF GOA)	
		IMPORTANT GUIDELINES	
	BEFORE YOU PROCI	EED FOR REGISTRATION OF MARRIAGE CONFIRM THE FOLL	OWING :
	Select the Marriage Regis Marriage can be registere Scanned Copy of the folic Photograph of Bride and 0 Document of Brith Centific Document Proof of Realid Document Proof of Vitme Disability certificate is req Notarized affidavil in case Do not share Password of lacknowledge that I have real	trar Office of your Taluka of Residence within Goa d as a Civil or Canonical. wing are made to be available : Groom. are of Bridd and Groom. ence Certificate issued within of last month before applying for Marraige Declaration(At least one party y of Bridde and Groom. si fl applicable. uired in case of Physical Inability. • one party is born outside Goa stating all personal detials. or of TP with anyone ad all the above mentioned points and ready with all the documents which is the state of the	have). istration of Marriage.
			Proceed + 2
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O Type here to s Sign Up Form-Goa eMarria → C ▲ Not set	earch	REGISTRATION DEPARTMENT (GOVERNMENT OF GOA)	A ^R ^ (1) ¹ Min ^{1053 AM} I - □ ★ Min ^{173 All 20}
O Type here to s	earch	REGISTRATION DEPARTMENT (GOVERNMENT OF GOA) Applicant Details Sign Up	A ^R ^ (1) N 1053 AM 1053 AM - - - - ★ N X -
 O Type here to s Sign Up Form-Goa eMarri ⇒ C ▲ Not set 	earch	REGISTRATION DEPARTMENT (GOVERNMENT OF GOA) Applicant Details Sign Up Name Rohit Gurunath Sharma	A ^R ∧ (1) IN 1053 AM - □ ★ IN 17-Jul-20
 O Type here to s Sign Up Form-Goa eMarria ⇒ C ▲ Not se 	aarch		A ^R ∧ (1) 1053 AM 17-14-20 - - ★ III ★ ● III ★ ● III ★ ● III ★
O Type here to s Sign Up Form-Goa eMarri → C ▲ Not se	aarch	REGISTRATION DEPARTMENT (GOVERNMENT OF GOA)	

On entering the name, and mobile no marked as 3 and 4 respectively, an OTP is generated and sent to the mobile no only when the Captcha is validated marked as 5. On successful

OTP entry, Token ID is generated and sent on the entered mobile no. This Token ID can be used to login into the portal.

📔 Sign Up Form-Goa eMarriage Po 🗙 🚱 GenerateCaptcha (160×50)	× +	- o ×
← → C ③ Not secure 10.155.4.42/eMarriage/SignUp		🖈 🖾 🗯 🔂 🗄
	REGISTRATION DEPARTMENT	dia mart
*	Great! Your account has been created successfully. Your Token No is T202012505217 Click on Proceed to Login. Proceed →	
	arugko 🔁 Captcha OTP OTP Resend OTP 🗸 Submit	

2. On click of Proceed button, the user will be redirected to the Login Page of the portal. Users, who have already registered into the portal, can click on the 'Applicant Login' button on the home page of the portal. The user has to enter the Token ID along with the captcha as marked as 6 and 7 respectively. After entering Token ID and captcha, on click of Get OTP button, marked as 8, an OTP will be generated and sent to the registered mobile number as below.

J.	REGISTRATION DEPARTMENT (GOVERNMENT OF GOA)	Designed lastic
	Login for Applicant Token No Tokon Number	- • 6
8 indiagovin		- → (7) PigiLocker
NIC MARKAN	This Website is Developed, Maintained and Designed by Notional Informatics Centre, C	BARAT

Once OTP is matched click on submit button. In case OTP is not received then user has to enter the captcha and click Get OTP button.

-	REGISTRATION DEPARTMENT (GOVERNMENT OF GOA)	O Depend South
	Logn for Appleant Totare No T200000315015 T294Pn Capton Capton Capton Capton Capton Capton Capton	inflager in
NIC Hilling	The Website is Developed, Maintained and Designed by Salinas Intervent Comm. One	and the second

Once Login is successful user will be redirected to the Dashboard. On click of Edit Application button system will automatically redirect to the page that needs to be filled. Initially, system will redirect to Groom Page.

NATIONAL	A Good Singh
CENTRE	copromyn 🍝 .
🛠 Home	
7465-1010010	
¶ Groom >>	Start Groom Bride Document Opioad Submit Approved/Rejected Payment Appointment Final Marriage Registration
ᢤ Bride →	
🚢 Witness	Welcome
🛓 Document Upload	View Marriage Declaration Form
	Application Status Schedule Appointment
	Application form has been filled partially/not yet submitted. Please click "Edit Application" to continue filling the application form. Edit Application =

- 1. Denotes the total flow of the marriage registration process.
- 2. Displays the Login name. If user clicks, then Token ID is displayed along with Logout option.

- 3. Displays the list of navigation links to the user. User can navigate between these links.
- 4. On click, initially you will be redirected to Groom's Page. You will also be redirected to the page where you have last left the portal



Fields with Red Asterisk (*) are mandatory /compulsory fields.

Fields not showing Red Asterisk (*) are optional.

- 1. **Groom's First Name** as per any valid Proof / Certificate. This is mandatory field.
- 2. **Groom's Middle Name** as per any valid Proof / Certificate. This is optional field.
- 3. **Groom's Last Name** as per any valid Proof / Certificate. This is optional field.
- 4. Select **Groom's marital** status as per the list. If marital status is **DIVORCEE** then he has to enter Date of Divorce Order. If marital status is **WIDOWER** then he has to submit / upload death certificate. This is mandatory field.
- 5. **Groom's Nationality** should be selected here. If Groom is **Non Indian** then he has to select the country and enter his Passport number. Passport also needs to be uploaded later. This is mandatory field.
- 6. **Groom's Caste** is mandatory field. If **Others** is selected from the list, then he has to enter the caste to which he belongs to. This is mandatory field.
- 7. **Groom's Date of Birth** is a mandatory field. Based upon his date of birth system will calculate the age. The age should be greater than 21 years.
- 8. Mobile Number is a mandatory field. Groom needs to enter his mobile number.
- 9. **Groom's Profession** is mandatory field. If his profession is not listed then, he can enter it by selecting O**thers**.
- 10. Groom's Email ID is not a mandatory field. Groom can enter email id.
- 11. Groom has to enter 12 digit Aadhar card number. This is optional field.
- 12. If Groom possesses "**RESIDENTIAL CERTIFICATE**" issued within 1 month then he can select **Yes**. He also needs to enter the date of issue of certificate. Either Bride or Groom should posses a residential certificate issued with a month. This is mandatory field.
- 13. Select **Yes** if Groom is able to read and write in English. If **No** is selected, then additional witness is needed. This is mandatory field
- 14. Select **Yes** if Groom is able to hear and see properly. If **No** is selected, then an interpreter is required. This is mandatory field.
- 15. This option is only available if Groom is an **INDIAN** national, marked as 5. This option is not available for non Indian.
- 16. If Groom possesses "**RESIDENTIAL CERTIFICATE**", then State will have only Goa, else all states of India will be listed.
- 17. **District** will be listed out based on the state selected.
- 18. **Taluka** will be listed out based on the District selected.
- 19. **City / Village** will be listed out based on the Taluka selected.
- 20. Building Name or Apartment Name is required. This is a mandatory field.
- 21. **Street Name** is a mandatory field. Groom can enter his Street name or Area name or Locality if any.
- 22. **Pin code** of the area is needed in which the Groom resides.
- 23. Groom can select this option if his Residing address and Born at address are same.

- 24. Groom has to select **Yes** if he is Born in India. This is a mandatory field. If **No** is selected then he has to select the country from the list where he was born along with the address.
- 25. **Ward / Quarter / Location** is the area where Groom was born. This is a mandatory field.
- 26. **State** will be listed. This is a mandatory field.
- 27. District will be listed out based on the state selected.
- 28. Taluka will be listed out based on the District selected.
- 29. City / Village will be listed out based on the Taluka selected.
- 30. **Pin code** of the area is needed in which the Groom was born.
- 31. Initially, when form is not filled, **Save** button is visible. Once data is saved successfully, the user will get **Next** button, which will redirect to the next page i.e. Groom's Father Page.



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> With reference to the above screen,

The parent's data filling is common for both parents on either side.

- 1. Salutation: User has to select one option from the list. It is a mandatory field.
- 2. **Parent's First Name** is to be entered here. It is a mandatory field.
- 3. **Parent's Middle Name** is to be entered here. It is optional field.
- 4. **Parent's Last Name** is to be entered here. It is a optional field.

- 5. **Born in India** is a mandatory field. If **No** is selected then user will have to select the country and the address.
- 6. Since Born in India was selected, all states of India will be listed out.
- 7. **District** will be selected based on the state.
- 8. Taluka will be selected based on the District.
- 9. **Village** will be selected based on the Taluka.
- 10. **Back** button will redirect to the last page.
- 11. **Next** button will redirect to the subsequent page. Initially, save button is visible, once data is saved successfully, next button will be visible.



Fields with Red Asterisk (*) are mandatory /compulsory fields.

Fields not showing Red Asterisk (*) are optional.

- With reference to the above screen,
 - 1. Salutation: User has to select one option from the list. It is a mandatory field.
 - 2. Parent's First Name is to be entered here. It is a mandatory field.

- 3. **Parent's Middle Name** is to be entered here. It is optional field.
- 4. **Parent's Last Name** is to be entered here. It is a optional field.
- 5. It lists out the **Profession**. If **Others** is selected, then you have to enter the profession. This is a mandatory field.
- **6. Born in India** is a mandatory field. If **No** is selected then user will have to select the country and the address.
- 7. **Ward / Quarter / Location** is the area where Parent was born. This is a mandatory field.
- 8. Since Born in India was selected, all states of India will be listed out.
- 9. **District** will be selected based on the state.
- 10. **Taluka** will be selected based on the District.
- 11. **Village** will be selected based on the Taluka.
- 12. This is the place where parent resides presently. If **No** is selected, then user has to select a country where he resides along with the address.
- 13. Building Name or Apartment Name is required. This is a mandatory field.
- 14. **Street Name** is a mandatory field. User can enter his/her Street name or Area name or Locality if any.
- 15. Since Born in India was selected, all states of India will be listed out.
- 16. **District** will be selected based on the state.
- 17. **Taluka** will be selected based on the District.
- 18. **Village** will be selected based on the Taluka.
- 19. **Pin code** of the area is needed in which the Parent resides.
- 20. **Back** button will redirect to the last page.
- 21. Initially, **Save** button is available when data is not filled. Once data is saved successfully, then **Next** is visible. This button is used to go to the next page.

Bride's Mother Details						:
Salutation*		First Name*			Middle Name	
Smt.	~	godavari			Ganasham	
Last Name*		Profession*				
Naik		Housewife		~		
Born At						
Born in India*			⊖No			
Ward/Quater/Location*		State*			District*	
abcd		GOA		~	South Goa	*
Taluka*		Village/Town/City:*				
Ponda	~	Boma		~		
Present Address						
Residing in India*		●Yes	○No			
Building Name / House No.*		Street Name / No*			State*	
abcd		tiskar			GOA	*
District*		Taluka*			Village / Town / City*	
South Goa	~	Ponda		~	Boma	~
Pincode*						
403524						
< Back						Next >

Bride's Father Details						ŧ
Salutation*		First Name*			Middle Name:	
Shri	~	Ganasham			pandurang	
Last Name*		Profession*				
naik		Self Employed		~		
Born At						
Born in India*		⊚Yes	⊖No			
Ward/Quater/Location*		State*			District*	
abcdefg		GOA		~	South Goa	~
Taluka*		Village/Town/City*				
Ponda	~	Boma		~		
Present Address						
Residing in India*		⊚Yes	⊖No			
Building Name / House No.*		Street Name / No*			State*	
abcd building		Gandhi Street			GOA	~
District		Taluka:*			Village / Town / City*	
South Goa	~	Ponda		~	Boma	~
Pincode:						
403521						
< Back						Next >



Fields with Red Asterisk (*) are mandatory /compulsory fields.

Fields not showing Red Asterisk (*) are optional.

- With reference to the above screen
 - 1. Bride's First Name as per any valid Proof / Certificate. This is mandatory field.

- 2. Bride's Middle Name as per any valid Proof / Certificate. This is optional field.
- 3. Bride's Last Name as per any valid Proof / Certificate. This is optional field.
- 4. **Bride's Date of Birth** is a mandatory field. Based upon her date of birth system will calculate the age. The age should be greater than 18 years. If age is between 18 years to 21 years, then parents need to be present at the Registration office for signature purpose.
- 5. Select **Bride's marital** status as per the list. If marital status is **DIVORCEE** then she has to enter Date of Divorce Order. If marital status is **WIDOW** then she has to submit / upload death certificate. This is mandatory field.
- 6. **Mobile Number** is a mandatory field. Bride needs to enter her mobile number.
- 7. **Bride's Nationality** should be selected here. If Bride is **Non Indian** then she has to select the country and enter her Passport number. Passport also needs to be uploaded later. This is mandatory field.
- 8. **Bride's Profession** is mandatory field. If her profession is not listed then, she can enter it by selecting O**thers**.
- 9. **Bride's Caste** is mandatory field. If **Others** is selected from the list, then she has to enter the caste to which she belongs to.
- 10. Bride's Email ID is not a mandatory field. Bride can enter email id.
- 11. Bride has to enter 12 digit Aadhar card number. This is optional field.
- 12. If Bride possesses "**RESIDENTIAL CERTIFICATE**" issued within 1 month then she can select **Yes**. She also needs to enter the date of issue of certificate. Either Bride or Groom should posses a residential certificate issued with a month. This is mandatory field.
- 13. Select **Yes** if Bride is able to read and write in English. If **No** is selected, then additional witness is needed. This is mandatory field
- 14. Select **Yes** if Bride is able to hear and see properly. If **No** is selected, then an interpreter is required. This is mandatory field.
- 15. If Bride possesses "**RESIDENTIAL CERTIFICATE**", then State will have only Goa, else all states of India will be listed.
- 16. **District** will be listed out based on the state selected.
- 17. **Taluka** will be listed out based on the District selected.
- 18. City / Village will be listed out based on the Taluka selected.
- 19. Building Name or Apartment Name is required. This is a mandatory field.
- 20. **Street Name** is a mandatory field. Bride can enter her Street name or Area name or Locality if any.
- 21. **Pin code** of the area is needed in which the Bride resides.
- 22. Bride can select this option if her Residing address and Born at address are same.
- 23. Bride has to select **Yes** if she is Born in India. This is a mandatory field. If **No** is selected then she has to select the country from the list where she was born along with the address.

- 24. **Ward / Quarter / Location** is the area where Bride was born. This is a mandatory field.
- 25. **State** will be listed. This is a mandatory field.
- 26. **District** will be listed out based on the state selected.
- 27. **Taluka** will be listed out based on the District selected.
- 28. City / Village will be listed out based on the Taluka selected.
- 29. **Pin code** of the area is needed in which the Bride was born.
- 30. Initially, when form is not filled, **Save** button is visible. Once data is saved successfully, the user will get **Next** button, which will redirect to the next page i.e. Bride's Father Page.

NOTE - द	स्तावेज अपलोड करने के लिए गूगल	Docume 1 क्रोम या मोज़िला फ़ायरफ़ॉक्स का नवी brame ar Mazilla Firefay To Llaba	nt's Upload नितम संस्करण का उपयोग करें/ ad Documents		(5		
	File Type Allowed	Only PDF File		Maximum	File Siz	e Allow	ed 5 MB	
iroom's	Document			(4)		1
Sr. No.	Name of Document	Document Upload			▲		Status	- 🖌 6
1	Proof of Identity*	Choose File No file choser	n	<u>±</u>	Î	N	File Uploaded	
2	Birth Certificate*	Choose File No file choser	n	1	Î	۶.	File Uploaded	
ride's D	ocument							
Sr. No.	Name of Document	Document Upload					Status	
1	Proof of Identity*	Choose File No file ch	nosen	<u>1</u>	Î	B	File Uploaded	
2	Birth Certificate*	Choose File No file ch	nosen	<u>±</u>	Î	B	File Uploaded	
3	Residential Certificate*	Choose File No file ch	nosen	1	Î	<u>k</u>	File Uploaded	

Fields with Red Asterisk (*) are mandatory /compulsory fields.

Fields not showing Red Asterisk (*) are optional.

- 1. This denotes that all the mentioned documents need to be uploaded only in **PDF format**.
- 2. This denotes that all the scanned documents should not exceed **5MB**.
- 3. This denotes the upload button. If file is uploaded successfully on the portal, then status will be displayed as "**File Uploaded Successfully**".
- 4. This denotes the delete button. If you find the file uploaded is wrong, then you can use this button to delete the uploaded file.
- 5. 🖾 This is used to view the document uploaded.
- 6. This option gives the status of the file i.e. whether file is uploaded or not. If status is blank then no file is uploaded.
- 7. This denotes the list of files needed to be uploaded. Below is the list of different files which needs to be uploaded.
 - a) **Proof of Identity**: Any Proof of identity can be uploaded here. This is a mandatory document for both Bride and Groom.
 - b) **Birth Certificate:** A valid birth certificate needs to upload issued by competent authority.
 - c) **Residential Certificate:** Residential Certificate needs to be uploaded who (Bride or Groom) have selected Yes for residential certificate. The residential certificate should be issued within last one month with purpose mentioned as "for **Civil Registration** purpose".
 - d) **Passport:** Since Nationality is Non Indian, the passport needs to be uploaded.
 - e) **Widower / Widow:** The death certificate of the spouse needs to be uploaded here. If marital status is **widow / widower** then death certificate needs to be uploaded.
 - f) **Divorce certificate:** If marital status selected is **DIVORCEE**, then Divorce order needs to be uploaded.
 - g) **Notarized Affidavit:** Incase, one party born outside Goa, has to upload this document.
 - h) **Disability Certificate:** If any party is has selected **Yes** for Hearing impaired/ Blind disability certificate needs to uploaded. Interpreter is also required.
 - i) **Court Order**: This option is only vailable for Bride only(If parents and grandparents both are not alive in case of Bride Consent, in case Court Order is required).
 - j) **Death Certificate of Parents:** If Bride's parents not alive and bride consent is required, then she needs to upload Death certificate of parents.
 - k) **Death Certificate of GrandParents:** If Bride's parents and Grandparents not alive and bride consent is required, then she needs to upload death certificate of parents, grandparents as well as court order.

 Add Document: If there are any additional / supporting documents, then user can upload the document by clicking here. The user needs to enter the name of the document and click Add Button.

GUID	SUIDELINES FOR SCANNING THE PHOTOGRAPH						
1) Reco 2)Look 3)Ensu 4)If you 5)Size	ent passport siz straight at the ure a front face u wear glasses of file not shou	ze colour photograph(Only JPE camera with a relaxed face. photo. make sure that there is no refle ld be more than 1 MB and dime	G, JPG files are allowed ection and your eyes car ension should be 3.5x4.	d). n be seen clearly. 5 cm (413x531 pixels	;)		
					Close		
		Othe	r Details				
Upload	Photo(Guidlines	For Scanning the Photograph)					
	Name	Upload		View	Delete		
Groom	Gopi Gada	Choose File No file chosen	Upload	Image not found			
Bride	sukanti Naik	Choose File No file chosen	Upload	Image not found			
Marriage t	to be Register at Talı	ıka?* Ponda	·▶(3				
Marriage ⁻	Type*	Civil	·	►(4)			
< Back	5			(6)	Submit		

- 1. **Upload** Button is used to upload the photo of Groom and Bride respectively. The specification of the photo is given under the "**Guidelines For Scanning the Photograph**".
- 2. **Delete** button is used to delete any wrongly uploaded image.
- 3. This will list out the Taluka where you want to register your marriage. You will be allowed to register in a particular Taluka only if you posses a valid **Residential Certificate.** If both Bride and Groom posses Residential Certificate then you are allowed to select either of the Taluka.
- 4. Civil and Canonical Marriage Type will be listed out. You can also change marriage type, during first appointment.
- 5. **Back** Button will redirect you to Document Upload Page.

6. **Submit** button will submit the application to the selected Taluka Office for processing. System will also confirm you action before submitting the application.

The completely filled Page loc	oks like below.
--------------------------------	-----------------

		Other Details	
Upload P	hoto(Guidlines For	Scanning the Photograph)	
	Name	Upload View	Delete
Groom	Gopi Gada	Choose File No file chosen	÷
Bride	sukanti Naik	Choose File No file chosen	Ê
Marriage to	be Register at Taluka?*	Ponda 🗸	
Marriage Ty	ype*	Civil ~	
< Back			Submit

With reference to the below screen,

1. On click of **Confirm** the application will be submitted to the selected Taluka Sub- Registrar. You will be notified once the department user checks the application.



F		
Goa Marriage Online Portal	× +	
Apps A Society Registration	10.13244_ctWalflagt/user/Usambaid	ж « » » Ю :
NIC INFORMATICS	🕈 shallan an a' 🦉 an an an an a' 🦉 al an Maria an an an 🦉 al la	Gopi Singh 💄
希 Home	()()()()(s) 6 7 8	9
i Groom >	Start Groom Bride Document Upload Submit Approved/Rejected Payment Appointment	Final Marriage
l Brida		Registration
y Laide y	Watana	
🚢 Witness	weicome	
Document Upload	E View Marnage Declaration Form	
· ·	Application Status Schedule Appointment	
	Application form has been sent to Registrar Office for Scrutiny.	
	Submitted	
	This Website is Developed, Maintained and Designed by National Informatics Centre, Goa	

With reference to the below screen, the Dashboard of the user looks as follows.

The application is submitted to Department for further Approval.

After Approval, User has to do Payment and take Appointment for Marriage Declaration as described below:-



With reference to the above screen,

1. If any Observations made from the Department users (including Sub Registrar) will reflect here. Accordingly changes are expected from the applicant.

- 2. Payment can be done either in name of Bride or Groom. The payment should be done by the one who submits Residential Certificate. The system will also verify, who has submitted Residential certificate.
- 3. After proper selection of payee party, the system will automatically redirect to eChallan Payment Gateway, where user can do the payment.

	🖉 Vie	Welcome
Application Status		Schedule Appointment
Application ID:	20200702152621	Book Appointment ↓ 1
Groom Name	Dhiwakar S	
Bride Name	katherine langford	
E Challan No	202000597928	
Bank Reference No.	CPV3243880	
Total Fee	₹ 550	
Fee Status	Success	
	🖶 Print	

- 1. After successful payment Booking Appointment for First signature will be allowed. The below image will provide information about appointment booking.
- 2. This will provide brief information about your payment.

ook Apointment (Marriage Declaration)	
1. Select Date→(1)	
2. Book the Slot	
Appointment Timing Between 2.00 PM To 4.15 PM Slot 01 Slot 02 Slot 04 Slot 05 Slot 06 Slot 07 Slot 09 Slot 10 2 2	
	19 Reset + 3
3. Confirm Appointment	

With reference to the above screen,

1. This tab will have a calendar. Date needs to be selected.

- 2. It denotes the slot. Appointment timing is between 2.00 P.M. to 4.15P.M. in the above image. User needs to select any slot. Green color slots denotes, they are empty. Once, slot is booked by some other user, and then slot color is grey which means slot is booked.
- 3. This button can be used to change the date selected in the first tab (Select Date). The user will be taken to the Select Date tab.

Book Apointment (Marriage Declaration)	
1. Select Date	
2. Book the Slot	
3. Confirm Appointment	
Application ID	Appointment Schedule
20200702152621	23/07/2020 Between 2.00 PM to 4.15 PM
Confirm → (2)	(3) ← → Reset

- It provides the information about the Appointment schedule. The user must be present at Sub Registrar office by 2.00 P.M. on 23rd July 2020. At this stage, it is possible to change the appointment date by clicking Reset button.
- 2. Once you click the button you will confirm your appointment with Sub Registrar.
- 3. You can change the date by clicking this button.

	📕 Vie	w Marriage Declaration Form	
pplication Status		Schedule Ap	ppointment
Application ID:	20200702152621	Appointment	t Confirmed
Groom Name	Dhiwakar S	Marriage Dec	laration Appointment
3ride Name	katherine langford	Taluka	Sub Registrar Cum Civil Registrar Of Bicholim
Challan No	202000597928	Date	23/07/2020 Between 2.00 PM to 4.15 PM
ink Reference No.	CPV3243880	* Please Carry	y all your original Documents for Verification Purpose.
ital Fee	₹ 550		× Cancel Appointment
ee Status	Success		1
	🖶 Print		
			×

- 1. It gives the brief information about the appointment date, time and Sub Registrar Office. Also you need to carry all original documents for verification.
- 2. You can also cancel the appointment by giving valid reasons.

After First Appointment is done, Notice is Generated. Simultaneously, NOC request is also generated and forwarded in case, both parties are from different Talukas. Before Final Registration of Marriage (Second Appointment) takes place for Civil Marriages, waiting period of 10 days can be waied off by the submitting permission from Asst. Public Prosecutor (APP Document). Otherwise, NOC once cleared, second Appointment will be allowed. The user will be notified once noc is cleared.

Welc View Marriage	come Declaration Form			
Application Status	Obtaining Pe	ermission	From Asst.	. Public Prosecutor
Please wait until completion of waiting peroid or to Waive off Waiting Period Upload Permission letter from Asstt. Public Prosecutor. Download Notice of Marriage.	Upload Asstt. Public Prosecutor Permission*	File Type Allowed: Only PDF File	Maximum File Size Allowed: 5 MB	Choose File No file chosen
	4		Sub	omit APP Document

- 1. You can upload the Permission from Asst. Public Prosecutor. Once you upload the document, View and delete button is enabled. You have to verify the uploaded document by viewing the document.
- 2. Once you upload and verify the document you have to click submit button so that the document is submitted. Only after this the user will be able to **Book Final Appointment**.
- 3. You can download or view the Notice of Marriage that was uploaded by Sub Registrar.

🖶 Home									
	Start	Groom	Bride	Document Upload	Submit	Approved/Rejected	Payment	Appointment	Final Marriage Registration
🛎 Witness				1 View	Welcon Marriage Dec	me Jaration Form			
🏝 Document Upload				Base C House	interinge bree				
	Application St	atus				Schedule Appointmer	it		
	Waiting Peroid Final Marriage	is completed. No Regsitration.	w you can take	your appointment for			🛗 Book Final Ap	ppointment	· 1
									· · · · · · · · · · · · · · · · · · ·

1. This button is only available after uploading Permission from Asst. Public Prosecutor or after waiting for 10 days. Here 2 witness needs to be present and their details needs to be uploaded.

dd Witnes	s Details							
					+ Add	l Witnes	5	
Sr. No	Name	Address	Mobile No	ID Proof	Document No	Edit	Delete	View
1		Porvorim		PAN Card	ABCDE1234D	ď	T	K
2		Porvorim		Passport	B123455	ď	Ť	Å
** Note:	Only Two (2) Wi	tnesses requ	uired and need to	be present a	t the time of regist	tration.		
Total nur	mber of Witness					2		
					Ne	ext >		

- 1. By clicking this button you will have to add 2 witness data, and they need to present at the Sub Registrar Office for final Appointment. Further information will be provided in subsequent image
- 2. Next button will redirect to Appointment Page.

File Type	e Allowed	Only PDF File	Maximum File Size Allowed	5 MB →i
Full Name*	Nar	ne		
Address:*	Add	fress		
Mobile No*	Mol	bile No		
ID Proof*	- 5	Select		
	Pleas	e do not Upload your Aa	adhaar Card Number as ID Proof.	
Upload ID*	Cho	ose File No file chosen	→(7)	
	Only	Pdf Files are allowed ((Max Size 5Mb)	
		\dd	▶(8)	

Fields with Red Asterisk (*) are mandatory /compulsory fields.

Fields not showing Red Asterisk (*) are optional.

- 1. This denotes the file format to be uploaded as **PDF**.
- 2. The max size of the PDF file needs **5 MB**.
- 3. Full Name of the witness is required here as per any valid Proof / Certificate. It is a mandatory field.
- 4. Address of the witness is required here as per any valid Proof / Certificate.
- 5. Mobile number is mandatory field.
- 6. Passport, Driving License, Election ID card or PAN card can be uploaded as **ID Proof**.
- 7. The above selected **ID proof** needs to be uploaded.
- 8. After adding all the above details, the user can save the witness data by clicking **Add** button.

After adding two witnesses, you can proceed for appointment booking similar to **First Appointment Booking.**



- 1. Users can download the **Notice of Marriage.**
- 2. Users can download **Priest Letter**. Only Canonical Marriages have Priest Letter.
- 3. Users can download **Final Marriage Certificate** only when whole process of registration is over.