

Acquiring a Special Licence

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*

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.*

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*

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. 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*

6. Special license gazetting Venue for wedding: Marriage in 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

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-:*
 - 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.*
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*