

FILING MARRIAGE RETURNS

1. Filing Customary Marriage Returns

- Cover letter from the sub -county chief of the sub county where the marriage took place
- 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
- 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*

2. Filing District Marriage Returns

Requirements

- Cover letter from Registrar who conducted the marriage (signed and stamped)
- Certified copy of marriage certificate with the pictures attached
- Certified copy of Notice of Marriage Form
- Certified copy of Form for certificate details
- Copies of **registered** affidavits for both Bride and Groom
- Certified Copy of the LC1 letters of both Bride and Groom
- Copies of national IDs of the couple and their witnesses or any other valid identification documents for non-Ugandans
- Copy of letter of consent from parents of either couple who is under 21 years of age
- Evidence of payments made into the consolidated fund account/URA portal
- 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*
3. *Proof of registration of affidavits with Registrar of Documents*
4. *The CAO receives acknowledgement of the returns from the Registrar General*

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 Nationals

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.

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*

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 and verification is done by registrar for quality assurance*

2. *The client receives acknowledgement of receipt of the return*