

## **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 to URSB*
2. *After 4hours returns to pick the certified document from the front desk*

### **1.0 Carrying out a search on Marriage document**

1. Make a request either in writing or fill search 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.*