

CIVIL REGISTRATION DIRECTORATE (FAQs)

How do I submit my marriage application?

Scan the marriage application documents and submit to marriages@ursb.go.ug

How do I get a single status letter?

Please send your marriage status applications to marriages@ursb.go.ug

REQUIREMENTS

This letter is issued to Ugandans wishing to have their marriages performed outside Uganda. The letter confirms that the applicant is single and has capacity to enter into a marriage. The applicant presents the following documents in support of his or her application;

- a) A recommendation letter from the LC1 chairperson of the locality where the applicant resides.
- b) A photocopy of the applicant's long birth certificate to prove parentage.
- c) Proof of nationality for example a passport or national Identity card.
- d) A registered statutory declaration from the applicants to prove that he/she is single.
- e) A registered statutory declaration from the parent to prove that their son/ daughter is single.

Fees Payable: Ug Shs. 25,000/-

How to file marriage returns.

An individual couple can file their marriage with the registrar of marriages by providing the following;

- A form F from the church/mosque
- Copies of national IDs of the couple
- Proof of payment of 35,000/-
- A cover letter from the church or Muslim Supreme council.

Scan all the documents and send them to marriages@ursb.go.ug

What is required to conduct a Civil Marriage in Kampala?

1. Proof of citizenship for example a voter's card, passport or national identity card,
2. An LC 1 letter to prove residence in that particular district for at least 15 days.
3. A passport size photograph for identification.

4. Registered Marriage affidavits.

5. A notice of marriage is published on the Registrar of Marriages notice board for 21 days.

6. Fees Payable; 320,000/- (Where one of the parties to the marriage is Ugandan or a refugee) and \$200 for foreigners. If there is no objection to the notice of marriage, the ceremony takes place after 21 days you will be married.

NOTE: we also require a filled Form A with Passport size photographs attached, a valid phone number one of the couple must be included. This Form is downloaded from the website.

All Civil Registration Services, the applications with supporting documents should be scanned and sent to marriages@ursb.go.ug . All documents should be scanned as PDF and sent as a single document of many pages.

Marriages are celebrated from Monday to Friday, between 10am and 4pm. The parties appear with two witnesses before the Registrar who performs the ceremony and thereafter issues them with a Marriage Certificate.

What is the Process of registration of a Customary Marriage?

To register a customary marriage, you will have to:

1. Buy a customary marriage form from URSB or from the office of the Town clerk/sub-county of the respective district.
2. Present this form to the Sub county chief or town clerk. (for signing and stamping)
3. Attach 2 passport photographs and copies of Valid IDs-preferably National IDs or Passports.
4. Attach a cover letter (forwarding letter) from the Sub county chief or Town Clerk.
5. Submit to any URSB office for registration (20000/-) and (40000/- if registered after 6 months)
6. Pay 25000/- for certification.

How is Licensing a Place of Worship to Celebrate Marriages done?

You will have to;

1. Submit an original application letter to the Min. of Justice and Constitution Affairs through the registrar General.

-Indicate the religious denomination, district, county, subcounty, parish and village of the church. Where the church is an affiliate of an already registered church, submit a recommendation letter from the mother church.

2. Certified copy of the certificate of registration from either The NGO Board or registrar of companies.
3. A certified copy of the church's land title or registered tenancy agreement.
4. Copies of approved building plans of the church.
5. Academic qualifications and valid identification of the proposed marriage celebrants.
6. selected photographs of the church's premises (interior and Exterior)
7. Inspection report from the Registrar of Marriages.
8. Proof of payment of 200,000/-

How to do a self-assessment

Getting the PRN payment;

Go to the URA portal and click E-SERVICES;

1. Click payment registration
2. Then other NTR then select the TAX PAYER NAME
3. Select the District/City
4. Select Sub county/town council
5. Select Ministry/Department/agency as Uganda Registration Services Bureau.
6. Then Civil Registration Department then Church, Hindu and Islamic marriages then drop down to Search/Inspection on the marriage register National.

It automatically brings Ugx 25,000/-. Fill in all boxes marked *, you will get a form that comes with a number that begin with 22..... then you can pay either by Mobile money or bank or pay way or visa