

INVITATION TO SOLEMNISE A MARRIAGE (to be completed by groom and bride)

Date: _____

Dear _____ (licensed Solemniser)

1. We cordially invite you to solemnise our marriage on _____(date) at _____(time)
 _____ . (full address of venue)

2. Our details are given below:

	Name	NRIC/ PP No.	Contact No.
Groom			
Bride			
Correspondence Address			

3. We will submit our marriage application with ROM to give the required notice period of at least 21 days. (For example, if we file a notice on 1 June, the earliest that we can marry is on 23 June)
(Note: Link to submit marriage application for a civil marriage can be found at Our Marriage Journey Portal at www.marriage.gov.sg)
4. Thank you for volunteering your time and efforts to grace our special occasion.

Yours Sincerely

Signature of Groom_____
Signature of Bride**REPLY** (to be completed by Licensed Solemniser)

Dear Groom and Bride

Heartiest Congratulations! I am pleased to accept your invitation. Please call me to re-confirm our appointment at least **3 working days before the Solemnisation** (Monday – Friday, 9am to 5pm only) regardless of whether you have collected your marriage documents from ROM. If I do not hear from you, the appointment is deemed cancelled.

Signature _____ Licence No: _____ Name of
 Licensed Solemniser: _____ Date: _____

Do Not Fax. This Form is to be handed over by the couple to ROM on the day of collection of documents.

Acknowledgement of Marriage Certificates collected

Steps to Getting Married at Venue Outside ROM

1. Go to Our Marriage Journey Portal at www.marriage.gov.sg
2. Under 'Getting Married', select 'Civil Marriage'. Go to step 3 - Book a solemniser. Invite a Solemniser online by logging into your SingPass.
3. If you do not have a SingPass account, download the Solemniser Consent Form and make arrangements directly with him/her to sign the form.
4. Go to step 4 - Submit marriage application. When using this eService, you will need to submit the following details:
 - Bride and Groom's NRIC No. (Singapore Citizen & PR) / Passport No. (Foreigner)
 - 2 witnesses' NRIC No. / Passport No.
 - Date, time, venue of solemnisation and Solemniser's name & licence number
 - Credit Card Details for fee payment
5. At the end of application, read and print the 'Summary of Marriage Application'. **To have a marriage licence issued for your solemnisation**, you will need to go to the ROM on the appointment date given (usually 1 to 14 working days before solemnisation) for verification of documents, statutory declaration and collection of marriage documents.